PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CANADIAN SECURITY INTELLIGENCE SERVICE

OPERATIONAL MANUAL

TABLE OF CONTENTS

II.6. HUMAN SOURCES

A. INTRODUCTION

1. Subject
2. References
3. Definitions

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities
2. Records
3. Reporting
4. Interdepartmental Communications

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment
2. Direction
3.
4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

TABLE OF CONTENTS (CONT'D)

D. SPECIAL RESTRICTIONS

1. Human Sources in Government
2. Human Sources on Campus
3. Human Sources
4. Human Sources

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources
2. Reliability and Corroboration
3. Human Sources

F. COMPENSATION

1. General Principles and Terminology
2. Payments
3. Authority for Payment
4. Payment
5. Payment Procedures
6. Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

II.6. HUMAN SOURCES

A. INTRODUCTION

1. Subject

This chapter concerns the recruitment, development, handling and administration of human sources.

Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

Application of particular policies will depend on the circumstances of each source operation.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2. References

Treasury Board Circular 1986-26: "Security Policy of the Government of Canada", dated 18 June 1986.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

A. INTRODUCTION (cont'd)

3. Definitions

Human Source

A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

Operational Assistance

Operational assistance means providing information or otherwise facilitating operational activities of the Service.

Under Direction

A human source is considered to be under direction when, at the request of the Service, the source does any of the following:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

A. INTRODUCTION (cont'd)

Under Continuing Direction

3. A human source is considered to be under continuing direction when:

The source receives general direction to provide operational assistance in relation to activities.

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities

Director

The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

B. CENTRALIZED SYSTEMS (cont'd)

Headquarters Operational Branches

1. Headquarters operational branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

OHS

Headquarters operational branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional Director General

The Regional Director General is responsible for the overall management of human source operations in the Region.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

B. CENTRALIZED SYSTEMS (cont'd)

2. Records

Human Source Files

Human source files are divided into two parts, respectively containing financial and general information:

Opening of Files

Headquarters OHS shall open an individual human source file when:

An individual file is necessary to protect the source's identity

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

B. CENTRALIZED SYSTEMS (cont'd)

2.

Use and
Handling of
Files

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

B. CENTRALIZED SYSTEMS (cont'd)

3. Reporting

Reports from Regions

Unless otherwise specified for a particular policy, all human source reports originating from the regions shall be processed in the following manner:

Reports from Headquarters

Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be processed in the following manner:

Related Functions

All employees concerned with processing human source reports may, as appropriate to their duties and functions,

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

B. CENTRALIZED SYSTEMS (cont'd)

4. **Interdepartmental Communications**

Preparation of Correspondence

Correspondence to the Solicitor General Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters OHS.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Requests to Solicitor General

Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire,

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

B. CENTRALIZED SYSTEMS (cont'd)

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment

Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent,

Approval by Headquarters OHS shall be obtained before attempting to recruit a human source

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

1.

Approval by Headquarters OHS shall be obtained before attempting to recruit such persons, or accepting of operational assistance

tial Report

When it is necessary to open an individual human source file (see B.2), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2. Direction

Authorized Deployment

Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

Payments

3.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

3.

Security — All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

Payment for Information

A human source may receive payment for information obtained during a operational

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

D. SPECIAL RESTRICTIONS

1. Human Sources in Government

Definition

A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See A.2

Deputy Head

A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

Consultation with Deputy Head

Before developing a source in government, the deputy head shall normally be consulted where any of the following conditions apply:

Payment

Waiver of Consultation Requirement

When consultation with the deputy head pursuant to paragraphs D.1 would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

D. SPECIAL RESTRICTIONS (cont'd)

Waiver Procedures

1. Requests for the Solicitor General to waive the consultation requirement shall include the following information:

Directing Sources in Government

A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

2. Human Sources on Campus

Approval by Solicitor General

Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance concerning activities undertaken by students or employees within post-secondary academic institutions.

D. SPECIAL RESTRICTIONS (cont'd)

2.

Ministerial Approval Procedures	Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall include the following information:

D. SPECIAL RESTRICTIONS (cont'd)

3. Human Sources

Recruitment

Payment

4. Human Sources

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

E. QUALITATIVE CONTROLS (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

E. QUALITATIVE CONTROLS (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2. Reliability and Corroboration

Reliability Assessments

The investigator responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	II.6.

E. QUALITATIVE CONTROLS (cont'd)

2.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Corroboration of Information

Investigators and Headquarters operational branch analysts shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

E. QUALITATIVE CONTROLS (cont'd)

3. Human Sources

E. QUALITATIVE CONTROLS (cont'd)

3.

Evaluation of Sources and Corroboration of Information	For purposes of evaluating a human source or corroborating specific information provided by a source, the investigator responsible may use the following

E. QUALITATIVE CONTROLS (cont'd)

F. COMPENSATION

1. General Principles and Terminology

Parameters of Compensation

Human sources compensation, or payment in kind, in exchange for providing operational assistance to the Service.

Ministerial Approval

Approval by the Solicitor General shall be obtained before offering a human source the following:

Payment that exceeds the financial signing authority of the Director.

Payments

Offers of Compensation

Payment

F. COMPENSATION (cont'd)

1.

In application to certain other policies in this Chapter, the following terms may be used to describe payment of human sources:

2. Payments

Guidelines

F. COMPENSATION (cont'd)

3. Authority for Payment

Financial Signing Authorities

The authority of the Director and certain employees to approve human source payments is limited in each case

Scope of Authority

Authority to provide payment to a human source shall designate an amount covering

Authority

F. COMPENSATION (cont'd)

3.

Authority

Authority

Authority

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

F. COMPENSATION (cont'd)

4. Payment

Criteria for Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

F. COMPENSATION (cont'd)

5. Payment Procedures

Summary of Procedures

F. COMPENSATION (cont'd)

6. Payment

F. COMPENSATION (cont'd)

6.

Payments

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payments

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

F. COMPENSATION (cont'd)

6.

Payments

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

CANADIAN SECURITY INTELLIGENCE SERVICE

OPERATIONAL MANUAL

TABLE OF CONTENTS

II.6. HUMAN SOURCES

A. INTRODUCTION

1. Subject
2. References
3. Definitions

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities
2. Records
3. Reporting
4. Interdepartmental Communications

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment
2. Direction
3.
4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

TABLE OF CONTENTS (CONT'D)

D. SPECIAL RESTRICTIONS

1. Human Sources in Government
2. Human Sources on Campus
3. Human Sources
4. Human Sources

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources
2. Reliability and Corroboration
3. Human Sources

F. COMPENSATION

1. General Principles and Terminology
2. Payments
3. Authority for Payment
4. Payment
5. Payment Procedures
6. Payment

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT. PROVISIONS OF THE PRIVACY ACT AND/OR REVISE PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCES A L'INFORMATION

3103(93/01)

II.6. HUMAN SOURCES

The policies and procedures in this Chapter are intended to implement the following general principles, as expressed by the Solicitor General of Canada in correspondence to the Director dated 30 October 1989.

QUOTE

General Principles

1. Confidential sources are to be used only when and to the extent it is reasonable and necessary, to do so in meeting the Service's statutory responsibilities.

2.

3. Given the intrusiveness of the technique, the use of confidential human sources must be centrally directed and controlled.

4. Confidential sources are to carry out their tasks on behalf of the Service They should conduct themselves in such a manner as not to discredit the Service or the Government of Canada.

5. Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.

6. As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

UNQUOTE

3103(93/01)

A. INTRODUCTION

1. Subject

This chapter concerns the recruitment, development, handling and administration of human sources.

Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

Application of particular policies will depend on the circumstances of each source operation.

2. References

Treasury Board Circular 1986-26: "Security Policy of the Government of Canada", dated 18 June 1986.

Ministerial Directive: "CSIS Use of Human Sources", dated 30 October 1989.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. REVISE PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

A. INTRODUCTION (cont'd)

3. Definitions

Human Source

A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

Operational Assistance

Operational assistance means providing information or otherwise facilitating operational activities of the Service.

Under Direction

A human source is considered to be under direction when, at the request of the Service, the source does any of the following:

Under Continuing Direction

A human source is considered to be under continuing direction when:

A. INTRODUCTION (cont'd)

3. The source receives general direction to provide operational assistance in relation to activities.

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities

Director

The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

The Director shall report annually to the Solicitor General on the human sources under the direction of the Service.

Headquarters OHS

Headquarters Human Sources is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to operational branches concerning the development and direction of particular human sources.

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

B. CENTRALIZED SYSTEMS (cont'd)

1.

Headquarters Operational Branches

Headquarters operational branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

Headquarters operational branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional Director General

The Regional Director General is responsible for the overall management of human source operations in the Region.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

B. **CENTRALIZED SYSTEMS (cont'd)**

2. **Records**

Human Source Files

Human source files are divided into two parts, respectively containing financial and general information:

Opening of Files

Headquarters OHS shall open an individual human source file when:

An individual file is necessary to protect the source's identity

3103(93/01)

B. **CENTRALIZED SYSTEMS (cont'd)**

2.

Use and Handling of Files

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

B. **CENTRALIZED SYSTEMS (cont'd)**

3. **Reporting**

Reports from Regions

Unless otherwise specified for a particular policy, all human source reports originating from the regions shall be processed in the following manner:

Reports from Headquarters

Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be processed in the following manner:

B. CENTRALIZED SYSTEMS (cont'd)

3.

Related Functions

All employees concerned with processing human source reports may, as appropriate to their duties and functions,

4. **Interdepartmental Communications**

Preparation of Correspondence

Correspondence to the Solicitor General Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters OHS.

B. CENTRALIZED SYSTEMS (cont'd)

Requests to Solicitor General

4. Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment

Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent,

Approval by Headquarters OHS shall be obtained before attempting to recruit a human source

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

1.

Approval by Headquarters OHS shall be obtained before attempting to recruit such persons, or accepting of operational assistance

Initial Report

When it is necessary to open an individual human source file (see B.2), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable:

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2. Direction

Authorized Deployment

Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

Sources in Sensitive Sectors

The following approvals shall be obtained before using a human source under direction who is involved in sensitive social institutions, such as in the academic, fields. See Section D, Special Restrictions.

Approval by shall be obtained before using a human source under direction to provide operational assistance which impacts on or appears to impact on a sensitive institution.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

Payments

3.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

3.

Security

All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

3103(93/01)

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

Payment for Information

A human source may receive payment for information obtained during a operational

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

D. SPECIAL RESTRICTIONS

1. Human Sources in Government

Definition

A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See A.2

Deputy Head

A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

Consultation with Deputy Head

Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head shall normally be consulted where any of the following conditions apply:

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT PROVISIONS OF THE PRIVACY ACT AND/OR REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

D. SPECIAL RESTRICTIONS (cont'd)

1.

Payment

Waiver of Consultation Requirement

When consultation with the deputy head pursuant to paragraphs D.1. would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

Waiver Procedures

Requests for the Solicitor General to waive the consultation requirement shall include the following information:

Directing Sources in Government

A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

D. SPECIAL RESTRICTIONS (cont'd)

2. Human Sources on Campus

Approval by Solicitor General

Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance on post-secondary academic institutions.

Ministerial Approval Procedures

Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall include the following information:

D. SPECIAL RESTRICTIONS (cont'd)

3. Human Sources

Recruitment

Payment

4. Human Sources

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

E. QUALITATIVE CONTROLS (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

E. QUALITATIVE CONTROLS (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

E. QUALITATIVE CONTROLS (cont'd)

2. Reliability and Corroboration

Reliability Assessments

The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

E. QUALITATIVE CONTROLS (cont'd)

Corroboration of Information

2. Investigators and Headquarters operational branch analysts shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

3. Human Sources

E. QUALITATIVE CONTROLS (cont'd)

3.

Evaluation of Sources and Corroboration of Information	For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

E. QUALITATIVE CONTROLS (cont'd)

F. COMPENSATION

1. General Principles and Terminology

Parameters of Compensation

Human sources compensation, or payment in kind, in exchange for providing operational assistance to the Service.

Ministerial Approval

Approval by the Solicitor General shall be obtained before offering a human source the following:

Payment that exceeds the financial signing authority of the Director.

F. COMPENSATION (cont'd)

1.

Payments

Offers of Compensation

Payment

In application to certain other policies in this Chapter, the following terms may be used to describe payment of human sources:

F. COMPENSATION (cont'd)

2. Payments

Guidelines

3. Authority for Payment

Financial Signing Authorities

a. The authority of the Director and certain employees to approve human source payments is limited in each case

Scope of Authority

b. Authority to provide payment to a human source shall designate an amount covering

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT
PROVISIONS OF THE PRIVACY ACT AND/OR
REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION
ACCESS TO INFORMATION ACT
PROVISIONS OF THE PRIVACY ACT AND/OR
PROCESSED BY CSIS UNDER THE
REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

F. COMPENSATION (cont'd)

3.

Authority

Authority

Authority

F. COMPENSATION (cont'd)

3.

Authority

4. Payment

Criteria for Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

F. COMPENSATION (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. Payment Procedures

Summary of Procedures

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

6.

Payments

Payments

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Manual	Chap. title	Chap. No.
OPERATIONAL	HUMAN SOURCES	SECRET II.6.

F. COMPENSATION (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

CANADIAN SECURITY INTELLIGENCE SERVICE

OPERATIONAL MANUAL

TABLE OF CONTENTS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Policy now part of the New OPS manual under Chapter OPS-204 a. 208

II.6 HUMAN SOURCES

A. INTRODUCTION

1. Subject
2. References
3. Definitions

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities
2. Records
3. Reporting
4. Interdepartmental Communications

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment
2. Direction
3.
4.

TABLE OF CONTENTS (CONT'D)

D. SPECIAL RESTRICTIONS

1. Human Sources in Government
2. Human Sources on Campus
3. Human Sources
4. Human Sources

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources
2. Reliability and Corroboration
3. Human Sources

F. COMPENSATION

1. General Principles and Terminology
2. Payments
3. Authority for Payment
4. Payment
5. Payment Procedures
6. Payment

II.6 HUMAN SOURCES

The policies and procedures in this Chapter are intended to implement the following general principles, as expressed by the **Solicitor General of Canada** in correspondence to the Director dated **30 October 1989.**

QUOTE

General Principles

1. Confidential sources are to be used only when and to the extent it is reasonable and necessary, to do so in meeting the Service's statutory responsibilities.

2.

3. Given the intrusiveness of the technique, the use of confidential human sources must be centrally directed and controlled.

4. Confidential sources are to carry out their tasks on behalf of the Service They should conduct themselves in such a manner as not to discredit the Service or the Government of Canada.

5. Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.

6. As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

UNQUOTE

A. INTRODUCTION

1. Subject

This chapter concerns the recruitment, development, handling and administration of human sources.

Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

Application of particular policies will depend on the circumstances of each source operation.

2. References

Treasury Board Manual : "Information and Administrative Management: Security"

Ministerial Directive : "CSIS Use of Human Sources", dated 30 October 1989

Ministerial Directive : "Conduct of Investigation", dated 30 October 1989

A. INTRODUCTION (cont'd)

3. Definitions

Human Source

A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

Operational Assistance

Operational assistance means providing information or otherwise facilitating operational activities of the Service.

Under Direction

A human source is considered to be under direction when, at the direct request of the Service, the source does any of the following:

Under Continuing Direction

A human source is considered to be under continuing direction when :

The source receives general direction to provide operational assistance in relation to activities.

B. CENTRALIZED SYSTEMS

1. Functional Responsibilities

Director

The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

The Director shall report annually to the Solicitor General on the human sources under the direction of the Service.

Headquarters OHS

Headquarters Human Sources (OHS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.

B. CENTRALIZED SYSTEMS (cont'd)

Headquarters Operational Branches

1. Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

Headquarters Operational Branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional Director General

The Regional Director General is responsible for the overall management of human source operations in the Region.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

B. CENTRALIZED SYSTEMS (cont'd)

2. Records

Human Source Files

Human source files are divided into two parts, respectively containing financial and general information :

Opening of Files

Headquarters OHS shall open an individual human source file when :

An individual file is necessary to protect the source's identity

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

B. CENTRALIZED SYSTEMS (cont'd)

2.

Use and
Handling of
Files

B. CENTRALIZED SYSTEMS (cont'd)

3. Reporting

Reports from Regions

Unless otherwise specified for a particular policy, all human source reports originating from the Regions shall be processed in the following manner :

Reports from Headquarters

Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be processed in the following manner :

Related Functions

All employees concerned with processing human source reports may, as appropriate to their duties and functions.

B. CENTRALIZED SYSTEMS (cont'd)

4. Interdepartmental Communications

Preparation of Correspondence

Correspondence to the Solicitor General of Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters OHS.

Requests to Solicitor General

Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire.

3103(93/01)

PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
A L'INFORMATION
SUR LA PROTECTION DES RENSEIGNEMENTS
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
ACCESS TO INFORMATION ACT
PROVISIONS OF THE PRIVACY ACT AND/OR
PROCESSED BY CSIS UNDER THE

B. CENTRALIZED SYSTEMS (cont'd)

C. GENERAL DEVELOPMENT AND DIRECTION

1. Recruitment

Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent,

Approval by Headquarters OHS shall be obtained before attempting to recruit a human source

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

1. The approval of HQ OHS is required prior to an attempt to recruit, or acceptance of operational assistance

The approval of HQ OHS is also required prior to an attempt to recruit any individual

Initial Report

When it is necessary to open an individual human source file (see B.2.), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable :

2. **Direction**

Authorized Deployment

Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following :

Investigations of threats to the security of Canada.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

Sources in Sensitive Sectors

The following approvals shall be obtained before using a human source under direction who is involved in sensitive social institutions, such as in the academic, fields. See Section D, Special

Restrictions :

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2. Approval by shall be obtained before using a human source under direction to provide operational assistance which impacts on or appears to impact on a sensitive institution.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

2.

Payments

3.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

3.

Security

All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

4.

Payment for Information	A human source may receive operational	payment for information obtained during a

3103(93/01)

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

C. GENERAL DEVELOPMENT AND DIRECTION (cont'd)

D. SPECIAL RESTRICTIONS

1. Human Sources in Government

Definition

A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See A.2

Deputy Head

A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

D. SPECIAL RESTRICTIONS (cont'd)

Consultation with Deputy Head

1. Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head, shall normally be consulted where any of the following conditions apply :

Payment

Waiver of Consultation Requirement

When consultation with the deputy head pursuant to paragraphs D.1. would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

Waiver Procedures

Requests for the Solicitor General to waive the consultation requirement shall include the following information:

D. SPECIAL RESTRICTIONS (cont'd)

1.

Directing Sources in Government

A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

2. **Human Sources on Campus**

Approval by Solicitor General

Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance at post-secondary academic institutions.

Ministerial Approval Procedures

Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall include the following information:

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

D. SPECIAL RESTRICTIONS (cont'd)

3. Human Sources

- Recruitment

Payment

4. Human Sources

-

D. SPECIAL RESTRICTIONS (cont'd)

5. Human Sources

The payment of to any human source requires the approval of the DDG Operations.

E. QUALITATIVE CONTROLS

1. Evaluation of Human Sources

E. QUALITATIVE CONTROLS (cont'd)

1.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

E. QUALITATIVE CONTROLS (cont'd)

1.

The policy of the Service is to protect the identity of human sources in perpetuity. However, dormant source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of a confidential source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

E. QUALITATIVE CONTROLS (cont'd)

2. Reliability and Corroboration

Reliability Assessments

The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

E. QUALITATIVE CONTROLS (cont'd)

2.

Corrobation of Information	Investigators and Headquarters operational branch analysts shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

E. QUALITATIVE CONTROLS (cont'd)

3. Human Sources

E. QUALITATIVE CONTROLS (cont'd)

3.

Evaluation of Sources and Corroboration of Information

For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

F. COMPENSATION

1. General Principles and Terminology

Parameters of Compensation

Human sources compensation, or payment in kind, in exchange for providing operational assistance to the Service.

Ministerial Approval

Approval by the Solicitor General shall be obtained before offering a human source the following:

Payment — that exceeds the financial signing authority of the Director

Payments

Offers of Compensation

Payment

F. COMPENSATION (cont'd)

1. In application to certain other policies in this Chapter, the following terms may be used to describe payment of human sources:

2. **Payments**

Guidelines

F. COMPENSATION (cont'd)

3. Authority for Payment

Financial Signing Authorities

The authority of the Director and certain employees to approve human source payments is limited in each case

Scope of Authority

Authority to provide payment to a human source shall designate an amount covering

Authority

Authority

F. COMPENSATION (cont'd)

3.

Authority

Authority

4. **Payment**

Criteria for Payment

3103(93/01)

F. COMPENSATION (cont'd)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

F. COMPENSATION (cont'd)

5. Payment Procedures

Summary of Procedures

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

F. COMPENSATION (cont'd)

6. Payment

Payments

F. COMPENSATION (cont'd)

6.

Payments

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-204 HUMAN SOURCES - GENERAL

YELLOW HIGHLIGHT REPRESENTS DELETION OF TEXT

1. INTRODUCTION

Policy Objective

1.1 Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

1.2 The objective of the policies and procedures detailed in the Human Source Policy are intended to implement the general principles, as expressed by the **Solicitor General of Canada** in correspondence to the Director dated **30 October 1989** and detailed in section 2 of this policy.

Scope

1.3 This chapter prescribes the policy and procedures relating to the recruitment, development, handling and administration of human sources.

1.4 Application of particular policies will depend on the circumstances of each source operation.

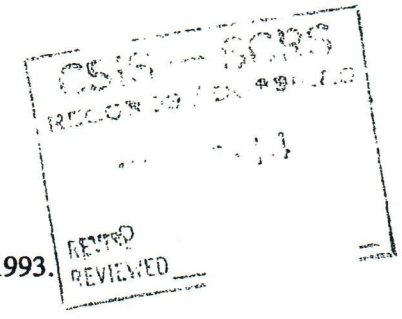
Authorities

1.5 Ministerial Directives:

"CSIS Use of Human Sources", dated 30 October 1989

"Conduct of Investigation", dated 30 October 1989

"The Lawful Behaviour of Confidential Sources", dated 31 August 1993.



1.6 CSIS Act

1.7 Treasury Board Manual: "Information and Administrative Management: Security"

OPERATIONAL POLICY MANUAL

Definitions

1.8 **Human Source:** A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

1.9 **Operational Assistance:** Operational assistance means providing information or otherwise facilitating operational activities of the Service.

1.10 **Under Direction:** A human source is considered to be under direction when, at the direct request of the Service, the source does any of the following:

1.12 **Under Continuing Direction:** A human source is considered to be under continuing direction when:

the source receives general direction to provide operational assistance in relation to activities.

OPERATIONAL POLICY MANUAL

2. PRINCIPLES

QUOTE

2.1 Confidential sources are to be used only when and to the extent it is reasonable and necessary, to do so in meeting the Service's statutory responsibilities.

2.2

2.3

2.4

2.5 Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.

2.6 As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

UNQUOTE

3. RESPONSIBILITIES

Director

3.1 The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

3.1.1 The Director shall report annually to the Solicitor General on the human sources under the direction of the Service.

3.2

OPERATIONAL POLICY MANUAL

3.3

Headquarters Human Sources Branch (OHS)

3.4 Headquarters Human Sources (OHS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.

Headquarters Operational Branches

3.5 Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

3.5.1 Headquarters Operational Branches shall inform Headquarters Human Sources Branch (OHS) of all significant matters affecting human source policy and operations.

Regional Directors General

3.6 Regional Directors General are responsible for the overall management of human source operations in the Region.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. RECORDS

Human Source Files

4.1 Human source files are divided into two parts, respectively containing financial and general information:

the financial part contains

the general part contains

4.2

OPERATIONAL POLICY MANUAL

Opening of Files

4.3 Headquarters OHS shall open an human source file when:

an file is necessary to protect the source's identity

4.4

4.5

Use and Handling of Files

4.6

OPERATIONAL POLICY MANUAL

5. REPORTING

Reports from Regions

5.1 Unless otherwise specified for a particular policy, all human source reports originating from the Regions shall be processed in the following manner:

Reports from Headquarters

5.2 Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be processed in the following manner:

OPERATIONAL POLICY MANUAL

Related Functions

5.3 All employees concerned with processing human source reports may, as appropriate to their duties and functions

6. INTERDEPARTMENTAL COMMUNICATIONS

Preparation of Correspondence

6.1 Correspondence to the Solicitor General of Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters OHS.

6.2

Requests to Solicitor General

6.3 Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire,

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-204 HUMAN SOURCES - GENERAL

1. INTRODUCTION

Policy Objective

1.1 Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

1.2 The objective of the policies and procedures detailed in the Human Source Policy are intended to implement the general principles, as expressed by the **Solicitor General of Canada** in correspondence to the Director dated **30 October 1989** and detailed in section 2 of this policy.

Scope

1.3 This chapter prescribes the policy and procedures relating to the recruitment, development, handling and administration of human sources.

1.4 Application of particular policies will depend on the circumstances of each source operation.

Authorities

1.5 Ministerial Directives:

"CSIS Use of Human Sources", dated 1 August 1995

"Conduct of Investigation", dated 30 October 1989

CSIS – SCRS
RECORDS / DOSSIERS
1994-02-14
REVISED
REVIEWED

1.6 CSIS Act

1.7 Treasury Board Manual: "Information and Administrative Management: Security"

OPERATIONAL POLICY MANUAL

Definitions

1.8 **Human Source:** A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

1.9

1.10

1.11 **Operational Assistance:** Operational assistance means providing information or otherwise facilitating operational activities of the Service.

1.12 **Under Direction:** A human source is considered to be under direction when the source:

receives general direction from the Service to provide operational assistance in relation to activities.

RECEIVED APFH
REÇU A APFH
JAN 12 1996
MIS AU DOSSIER PLACED ON FILE
BY INITIAL
DATE RECEIVED REÇU

OPERATIONAL POLICY MANUAL

2. PRINCIPLES

QUOTE

2.1 The recruitment and use of human sources is to be undertaken only when and to the extent it is reasonable and necessary, to do so in meeting the Service's statutory responsibilities.

2.2

2.3

2.4

2.5 Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.

2.6 As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

UNQUOTE

3. RESPONSIBILITIES

Director

3.1 The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

3.1.1 The Director shall report annually to the Solicitor General on the human sources under the direction of the Service.

3.2

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.3

Headquarters Human Sources (IHS)

3.4 Headquarters Human Sources (HQ-IHS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.

Headquarters Operational Branches

3.5 Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

3.5.1 Headquarters Operational Branches shall inform HQ-IHS of all significant matters affecting human source policy and operations.

Regional Directors General

3.6 Regional Directors General are responsible for the overall management of human source operations in the Region.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. RECORDS

Human Source Files

4.1 human source files are divided into two categories:

4.2 human source files in each category are further divided into two parts, respectively containing financial and general information:

the financial part contains

the general part contains

OPERATIONAL POLICY MANUAL

Opening of Files

4.3

4.4 HQ-IHS shall open a file when:

an file is necessary to protect the source's identity;

4.5

OPERATIONAL POLICY MANUAL

4.6

4.7

Use and Handling of Files

4.8

OPERATIONAL POLICY MANUAL

5. REPORTING

Reports from Regions

5.1 Unless otherwise specified for a particular policy, all human source reports originating from the Regions shall be transmitted by the appropriate secure means and processed in the following manner:

Reports from Headquarters

5.2 Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be transmitted by the appropriate secure means and processed in the following manner:

Related Functions

5.3 All employees concerned with processing human source reports may, as appropriate to their duties and functions

OPERATIONAL POLICY MANUAL

6. INTERDEPARTMENTAL COMMUNICATIONS

Preparation of Correspondence

6.1 Correspondence to the Solicitor General of Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of HQ-IHS.

6.2

Requests to Solicitor General

6.3 Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire.

OPERATIONAL POLICY MANUAL

OPS-204 HUMAN SOURCES - GENERAL

1. INTRODUCTION

Policy Objective

1.1 Use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

1.2 The objective of the policies and procedures detailed in the Human Source Policy are intended to implement the general principles, as expressed by the **Solicitor General of Canada** in correspondence to the Director dated **30 October 1989** and detailed in section 2 of this policy.

Scope

1.3 This chapter prescribes the policy and procedures relating to the recruitment, development, handling and administration of human sources.

1.4 Application of particular policies will depend on the circumstances of each source operation.

Authorities

1.5 Ministerial Direction on:

The Management of Human Sources (August 1, 1995)

Conduct of CSIS Investigations (October 30, 1989)

1.6 CSIS Act

1.7 Treasury Board Manual: "Information and Administrative Management: Security"

Definitions

1.8 **Human Source:** A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the

OPERATIONAL POLICY MANUAL

CSIS Act .

1.9

1.10

1.11 **Operational Assistance:** Operational assistance means providing information or otherwise facilitating operational activities of the Service.

1.12 **Under Direction:** A human source is considered to be under direction when the source:

receives general direction from the Service to provide operational assistance in relation activities.

OPERATIONAL POLICY MANUAL

2. PRINCIPLES

QUOTE

2.1 The recruitment and use of human sources is to be undertaken only when and to the extent it is reasonable and necessary, to do so in meeting the Service's statutory responsibilities.

2.2

2.3

2.4

2.5 Confidential sources are to be managed so as to protect both the security of the Service's operations and the personal safety of sources.

2.6 As with all human sources, confidential sources should be treated ethically and fairly by the Service, in terms of both compensation and handling.

UNQUOTE

3. RESPONSIBILITIES

Director

3.1 The Director is responsible for the centralized systems of direction and control of human sources, and is the authority for certain approvals as specified elsewhere in this Chapter.

3.1.1 The Director shall report annually to the Solicitor General on the human sources under the direction of the Service.

3.2

3.3

OPERATIONAL POLICY MANUAL

Headquarters Human Sources (HS)

3.4 Headquarters Human Sources (HQ HS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.

Headquarters Operational Branches

3.5 Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

3.5.1 Headquarters Operational Branches shall inform HQ HS of all significant matters affecting human source policy and operations.

Regional Directors General

3.6 Regional Directors General are responsible for the overall management of human source operations in the Region.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. RECORDS

Human Source Files

4.1 human source files are divided into two categories:

4.2 human source files in each category are further divided into two parts, respectively containing financial and general information:

the financial part contains

the general part contains

Opening of Files

4.3

4.4

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.7

OPERATIONAL POLICY MANUAL

Use and Handling of Files

4.8

5. REPORTING

Reports from Regions

5.1 Unless otherwise specified for a particular policy, all human source reports originating from the Regions shall be transmitted by the appropriate secure means and processed in the following manner:

Reports from Headquarters

5.2 Unless otherwise specified for a particular policy, all human source reports originating from

OPERATIONAL POLICY MANUAL

Headquarters shall be transmitted by the appropriate secure means and processed in the following manner:

Related Functions

5.3 All employees concerned with processing human source reports may, as appropriate to their duties and functions

OPERATIONAL POLICY MANUAL

6. INTERDEPARTMENTAL COMMUNICATIONS

Preparation of Correspondence

6.1 Correspondence to the Solicitor General of Canada or other Government Ministries related to approval, advice or consultation concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters Human Sources (HQ HS).

6.2

Requests to Solicitor General

6.3 Requests to the Solicitor General for approval shall normally be submitted in the form of an Aide-Mémoire, :

OPERATIONAL POLICY MANUAL

OPS-204 HUMAN SOURCES - GENERAL

1. INTRODUCTION

Policy Objective

1.1 The use of human sources is an essential investigative technique, involving various degrees of intrusiveness. The objective of the Human Source policies and procedures is to provide direction for the operational use and administrative management of human sources.

Scope

1.2 This chapter prescribes the policy and procedures relating to the recruitment, development, handling and administration of human sources.

1.3 Application of particular policies will depend on the circumstances of each source operation.

Authorities

1.4 CSIS Act

1.5 Ministerial Direction on:

The Management of Human Sources (August 1, 1995)

Conduct of CSIS Investigations (October 30, 1989)

1.6 Treasury Board Policies

OPERATIONAL POLICY MANUAL

Definitions

1.7 **Human Source:** A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

1.8

1.9

1.10 **Operational Assistance:** Operational assistance means providing information or otherwise facilitating operational activities of the Service.

1.11 **Under Direction:** A human source is considered to be under direction when the source:

receives general direction from the Service to provide operational assistance in relation to a activities.

1.12

1.13 **Minister:** Means Solicitor General of Canada unless specified otherwise.

OPERATIONAL POLICY MANUAL

2. PRINCIPLES

The Service shall use and manage human sources in accordance with the following principles:

2.1 The use of human sources will be reasonable and necessary to investigate activities authorized by the CSIS Act.

2.2

2.3

2.4

2.5 Human sources are to be managed so as to protect their personal safety and the security of the Service's operations.

2.6 Human sources are to be treated ethically and fairly by the Service, in terms of both compensation and handling.

3. RESPONSIBILITIES

Director

3.1 The Director is accountable to the Minister for the overall management of the Service's Human Sources program and is the authority for certain approvals as specified elsewhere in this Chapter.

3.2

3.3

Headquarters Human Sources (HS)

3.4 Headquarters Human Sources (HQ HS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for

OPERATIONAL POLICY MANUAL

providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.

Headquarters Operational Branches

3.5 Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

3.5.1 Headquarters Operational Branches shall inform HQ HS of all significant matters affecting human source policy and operations.

Regional Directors General

3.6 Regional Directors General are responsible for the overall management of human source operations in the Region.

OPERATIONAL POLICY MANUAL

4. RECORDS

Human Source Files

4.1 human source files are divided into two categories:

4.2 human source files in each category are further divided into two parts, respectively containing financial and general information:

the financial part contains only

the general part contains :

Opening of Files

4.3

4.4 HQ HS shall open a file when:

an individual file is necessary to protect the source's identity

4.5

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.6

4.7

Use and Handling of Files

4.8

OPERATIONAL POLICY MANUAL

5. REPORTING

Reports from Regions

5.1 Unless otherwise specified for a particular policy, all human source reports originating from the Regions shall be transmitted by the appropriate secure means and processed in the following manner:

Reports from Headquarters

5.2 Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be transmitted by the appropriate secure means and processed in the following manner:

Related Functions

5.3 All employees concerned with processing human source reports may, as appropriate to their duties and functions

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

6. INTERDEPARTMENTAL COMMUNICATIONS

Preparation of Correspondence

6.1 Correspondence with other Government Departments or related to the Minister's approval, consultation or information concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters Human Sources (HQ HS).

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

6.2

Consultation with Minister

6.3 Consultation with the Minister shall normally be by Aide-Mémoire ;

OPERATIONAL POLICY MANUAL

OPS-204 HUMAN SOURCES - GENERAL

1. INTRODUCTION

Policy Objective

1.1 The use of human sources is an essential investigative technique, involving various degrees of intrusiveness. The objective of the Human Source policies and procedures is to provide direction for the operational use and administrative management of human sources.

Scope

1.2 This chapter prescribes the policy and procedures relating to the recruitment, development, handling and administration of human sources.

1.3 Application of particular policies will depend on the circumstances of each source operation.

Authorities

1.4 CSIS Act

1.5 CSIS Operations MD March 1, 2001

1.6 Treasury Board Policies

Definitions

1.7 **Human Source:** A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the CSIS Act.

1.8

1.9

1.10 **Operational Assistance:** Operational assistance means providing information or otherwise facilitating operational activities of the Service.

1.11 **Under Direction:** A human source is considered to be under direction when the source:

OPERATIONAL POLICY MANUAL

receives general direction from the Service to provide operational assistance in relation to activities.

1.12

1.13 **Minister:** Means Solicitor General of Canada unless specified otherwise.

1.14 **Factors deemed to constitute high risk:** Include a clear risk to human life, grave damage to Canada's international reputation or severe damage to the reputation of the Service.

2. PRINCIPLES

The Service shall use and manage human sources in accordance with the following principles:

2.1 The use of human sources will be reasonable and necessary to investigate activities authorized by the CSIS Act.

2.2

2.3

2.4

2.5 Human sources are to be managed so as to protect their personal safety and the security of the Service's operations.

2.6 Human sources are to be treated ethically and fairly by the Service, in terms of both compensation and handling.

3. RESPONSIBILITIES

Director

3.1 The Director is accountable to the Minister for the overall management of the Service's Human

OPERATIONAL POLICY MANUAL

Sources program and is the authority for certain approvals as specified elsewhere in this Chapter.

3.2

3.3

Headquarters Human Sources (HS)

3.4 Headquarters Human Sources (HQ HS) is responsible for implementing policy and procedures, and for maintaining centralized systems for the administration of human source operations, and for providing assistance and advice to Operational Branches concerning the development and direction of particular human sources.

Headquarters Operational Branches

3.5 Headquarters Operational Branches are responsible for developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections.

3.5.1 Headquarters Operational Branches shall inform HQ HS of all significant matters affecting human source policy and operations.

Regional Directors General

3.6 Regional Directors General are responsible for the overall management of human source operations in the Region.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. RECORDS

Human Source Files

4.1 human source files are divided into two categories:

4.2 human source files in each category are further divided into two parts, respectively containing financial and general information:

the financial part contains

the general part contains

Opening of Files

4.3

OPERATIONAL POLICY MANUAL

4.4 HQ HS shall open a file when:

an file is necessary to protect the source's identity

4.5

4.6

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.7

Use and Handling of Files

4.8

5. REPORTING

Reports from Regions

5.1 Unless otherwise specified for a particular policy, all human source reports originating from the Regions shall be transmitted by the appropriate secure means and processed in the following manner:

OPERATIONAL POLICY MANUAL

Reports from Headquarters

5.2 Unless otherwise specified for a particular policy, all human source reports originating from Headquarters shall be transmitted by the appropriate secure means and processed in the following manner:

Related Functions

5.3 All employees concerned with processing human source reports may, as appropriate to their duties and functions

6. INTERDEPARTMENTAL COMMUNICATIONS

Preparation of Correspondence

6.1 Correspondence with other Government Departments or related to the Minister's approval, consultation or information concerning human source operations shall be prepared by the Headquarters Operational Branch with the assistance of Headquarters Human Sources (HQ HS).

6.2

Consultation with Minister

6.3 Consultation with the Minister shall normally be by Aide-Mémoire

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2006-05-01
OPS-204 HUMAN SOURCES - GENERAL

1. INTRODUCTION

1.1 The use of human sources is an essential investigative technique, involving various degrees of intrusiveness.

Objective

1.2 To provide direction for the operational use and administrative management of human sources.

Scope

1.3 This policy relates to the recruitment, development, handling and administration of human sources.

1.4 Application of particular policies will depend on the circumstances of each source operation.

Authorities

1.5 *CSIS Act*

1.6 Ministerial Direction on CSIS Operations (2001 03 01)

1.7 Treasury Board Policies

Definitions

1.8 **Human Source:** A human source is any person, other than an employee of the Service, who provides operational assistance to the Service regarding activities mandated for investigation under the *CSIS Act*.

1.9

1.10

1.11 **Operational Assistance:** Operational assistance means providing information or otherwise facilitating operational activities of the Service.

1.12 **Under Direction:** A human source is considered to be under direction when the source:

receives general direction from the Service to provide operational assistance in relation to activities.

1.13

1.14 **Minister:** Means Minister of Public Safety and Emergency Preparedness Canada (PSEPC) unless specified otherwise.

1.15 **Factors deemed to constitute high risk:** Include a clear risk to human life, grave damage to Canada's international reputation or severe damage to the reputation of the Service.

2. PRINCIPLES

2.1 The use of human sources will be reasonable and necessary to investigate activities authorized by the *CSIS Act*.

2.2

2.3

2.4

2.5 Human sources are to be managed so as to protect their personal safety and the security of the Service's operations.

2.6 Human sources are to be treated ethically and fairly by the Service, in terms of both compensation and handling.

3. RESPONSIBILITIES

Director

3.1 The Director is accountable to the Minister for the overall management of the Service's Human Sources program and is the authority for certain approvals as specified elsewhere in this policy.

3.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Director General Human Sources and Ops Support

3.3 The Director General, Human Sources and Ops Support (DG HSOS) is responsible for:

HQ Directors General

3.4 HQ Directors General are responsible for:

developing operational priorities, in respect of which recommendations on the development and direction of human sources may be made to regional operational sections; and

informing and HSOS of all significant matters affecting human source policy and operations.

Regional Directors General

3.5 Regional Directors General are responsible for the overall management of human source operations in the region.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. RECORDS

Human Source Files

4.1 human source files are divided into two categories:

4.2 human source files in each category are further divided into two parts, respectively containing financial and general information:

the financial part contains

the general part contains

Opening of Files

4.3

4.4 will open a file when:

an file is necessary to protect the source's identity

4.5

4.6

4.7

Use and Handling of Files

4.8

5. REPORTING

Regional Human Source Reports

5.1 Unless otherwise specified for a particular policy, all human source reports originating from the regions will be transmitted by the appropriate secure means and processed in the following manner:

HQ Human Source Reports

5.2 Unless otherwise specified for a particular policy, all human source reports originating from HQ will be transmitted by the appropriate secure means and processed in the following manner:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Related Functions

5.3 All employees concerned with processing human source reports may, as appropriate to their duties and functions

6. INTERDEPARTMENTAL COMMUNICATIONS

Preparation of Correspondence

6.1 Correspondence with other Government Departments or related to the Minister's approval, consultation or information concerning human source operations will be prepared by the HQ operational Branch with the assistance of HSOS.

6.2

Consultation with Minister

6.3 Consultation with the Minister will normally be by Aide-Mémoire

2009-09-01
OPS-204-2 PROCEDURES - HUMAN SOURCE

1. INTRODUCTION

Objective

1.1 The purpose of this procedure is to provide instructions for the creation of a human source

Scope

1.2 This procedure details human source and identifies the authorities responsible human source

Authorities and References

1.3 *CSIS Act*

2. HUMAN SOURCE

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. RESPONSIBILITIES

3.1 All employees tasked with the production of a human source must ensure they do so by maintaining ongoing consultations

HQ Branch

3.2 The HQ Branch preparing the human source is responsible for:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

HSOS .

3.3 The HSOS appointed to work on a human source is responsible for:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.4

HSOS

3.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Director General Human Sources and Operations Support

3.6 The DG HSOS is responsible for:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. MANAGEMENT REVIEW

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. HUMAN SOURCE

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2006-10-25
OPS-205 APPENDIX 1 - DDO DIRECTIONAL STATEMENT

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

DDO

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2006-03-30
OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 This policy relates to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible will determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources and Ops Support (HSOS) will be obtained before attempting to recruit a human source

2.3

2.4

2.5

The approval of the Director General (DG) HSOS is required prior to an attempt to recruit, or accept of operational assistance

Initial Report

2.6 When it is necessary to open an human source file (OPS-204, "Human Sources General"), an initial report on the source will be submitted to HSOS and will include the following information, as applicable:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada (OPS-100 to OPS-105, "Targeting - Section 12 *CSIS Act*");

3.2

3.3

3.4

3.5

Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields.

3.7

3.8 The approval by will be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

3.9

3.10

3.11

3.12

3.13

3.14

3.15

3.16

3.17

3.18

3.19

3.20

Payments

4.

4.1

4.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.3

4.4

4.5

4.6

4.7

Security

4.8 All contact between employees and human sources will be made in such a manner as to ensure protection of the source's identity and the overall security of the operation.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.2

5.3

5.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.7

Payment for Information

5.8 A human source may receive payment for information obtained during a operational

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters OHS shall be obtained before attempting to recruit a human source

2.3

2.4

The approval of HQ OHS is required prior to an attempt to recruit, or acceptance of operational assistance

The approval of HQ OHS is also required prior to an attempt to recruit any individual

RECORDS / DOCUMENTS
REVISED
REVIEWED

OPERATIONAL POLICY MANUAL

Initial Report

2.5 When it is necessary to open an human source file (see OPS-204, paragraph 4.3), an initial report on the source shall be submitted to Headquarters OHS and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

3.2

OPERATIONAL POLICY MANUAL

3.3

3.4

3.5

Sources in Sensitive Sectors

3.6 The following approvals shall be obtained before using a human source under direction who is involved in sensitive social institutions, such as in the academic,
fields. See OPS-206, "Human Sources - Special Restrictions":

Approval by shall be obtained before using a human source under direction to provide operational assistance which impacts on or appears to impact on a sensitive institution.

3.7

OPERATIONAL POLICY MANUAL

3.8

3.9

3.10

3.11

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3.12

3.13

3.14

Payments

3.15

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.

4.1

4.2

4.3

4.4

4.5

4.6

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.2

5.4

OPERATIONAL POLICY MANUAL

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by HQ-IHS shall be obtained before attempting to recruit a human source

2.3

2.4

2.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

The approval of HQ IHS is required prior to an attempt to recruit, or acceptance of operational assistance

OPERATIONAL POLICY MANUAL

The approval of HQ IHS is also required prior to an attempt to recruit any individual

Initial Report

2.6 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters IHS

, and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.2

3.3

3.4

3.5

Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

OPERATIONAL POLICY MANUAL

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

3.9

3.10

3.11

3.12

3.13

3.14

OPERATIONAL POLICY MANUAL

3.15

3.16

3.17

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3.18

3.19

3.20

Payments

3.21

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.

4.1

4.2

4.3

4.4

4.5

4.6

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.2

5.3

5.4

OPERATIONAL POLICY MANUAL

s

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ IHS) shall be obtained before attempting to recruit a human source

2.3

2.4

2.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

The approval of HQ IHS is required prior to an attempt to recruit, or acceptance of operational assistance

OPERATIONAL POLICY MANUAL

The approval of HQ IHS is also required prior to an attempt to recruit any individual

Initial Report

2.6 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters IHS

and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.2

3.3

3.4

3.5

Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions"

3103(93/01)

OPERATIONAL POLICY MANUAL

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

3.9

3.10

3.11

3.12

3.13

3.14

3103(93/01)

OPERATIONAL POLICY MANUAL

3.15

3.16

3.17

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT
PROVISIONS OF THE PRIVACY ACT AND/OR
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

OPERATIONAL POLICY MANUAL

3.18

3.19

3.20

Payments

3.21

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.

4.1

4.2

4.3

4.4

4.5

4.6

OPERATIONAL POLICY MANUAL

4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

5.

5.1

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.2

5.3

5.4

OPERATIONAL POLICY MANUAL

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ IHS) shall be obtained before attempting to recruit a human source

2.3

2.4

2.5

The approval of HQ IHS is required prior to an attempt to recruit, or acceptance of operational assistance

OPERATIONAL POLICY MANUAL

The approval of HQ IHS is also required prior to an attempt to recruit any individual

2.6

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters IHS

and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.2

3.3

3.4

3.5

Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions"

OPERATIONAL POLICY MANUAL

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

3.9

3.10

3.11

3.12

3.13

3.14

OPERATIONAL POLICY MANUAL

3.15

3.16

3.17

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT
PROVISIONS OF THE PRIVACY ACT AND/OR
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

OPERATIONAL POLICY MANUAL

3.18

3.19

3.20

Payments

3.21

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.

4.1

4.2

4.3

4.4

4.5

4.6

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.3

5.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ IHS) shall be obtained before attempting to recruit a human source

2.3

2.4

2.5

The approval of HQ IHS is required prior to an attempt to recruit, or acceptance of operational assistance

OPERATIONAL POLICY MANUAL

The approval of HQ IHS is also required prior to an attempt to recruit any individual

2.6

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraphs 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters IHS

and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.2

3.3

3.4

3.5

Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

3.7

OPERATIONAL POLICY MANUAL

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

3.9

3.10

3.11

3.12

3.13

3.14

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.15

3.16

3.17

OPERATIONAL POLICY MANUAL

3.18

3.19

3.20

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT
PROVISIONS OF THE PRIVACY ACT AND/OR
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

Payments

3.21

4.

4.1

4.2

4.3

4.4

4.5

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.6

4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1

5.2

5.3

5.4

OPERATIONAL POLICY MANUAL

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ IHS) shall be obtained before attempting to

2.3

2.4

2.5

The approval of HQ IHS is required prior to an attempt to recruit, or acceptance of operational assistance

OPERATIONAL POLICY MANUAL

The approval of HQ IHS is also required prior to an attempt to recruit any individual

2.6

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters IHS on the general file

and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

3.2

3.3

3.4

3.5

Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions"

OPERATIONAL POLICY MANUAL

3.7

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

3.9

3.10

3.11

3.12

3.13

OPERATIONAL POLICY MANUAL

3.14

3.15

3.16

3.17

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3.18

3.19

3.20

OPERATIONAL POLICY MANUAL

Payments

3.21

4.

4.1

4.2

4.3

4.4

4.5

OPERATIONAL POLICY MANUAL

4.6

4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

OPERATIONAL POLICY MANUAL

5.

5.1

5.2

5.3

OPERATIONAL POLICY MANUAL

5.4

5.5

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 The chapter of Human Sources prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

2.3

2.4

2.5

The approval of the DG HS is required prior to an attempt to recruit, or accept of operational assistance

OPERATIONAL POLICY MANUAL

2.6

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.2

3.3

3.4

3.5

Sources in Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on sensitive social institutions such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

3.7

OPERATIONAL POLICY MANUAL

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive institutions.

3.9

3.10

3.11

3.12

3.13

3.14

OPERATIONAL POLICY MANUAL

3.15

3.16

3.17

3.18

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3.19

3.20

Payments

3.21

4.

4.1

OPERATIONAL POLICY MANUAL

4.2

4.3

4.4

4.5

4.6

4.7

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

5.

5.1

5.2

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

5.3

5.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

2.3

2.4

2.5

The approval of the DG HS is required prior to an attempt to recruit, or accept of operational assistance

OPERATIONAL POLICY MANUAL

2.6

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

3.2

3.3

3.4

3.5

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT
PROVISIONS OF THE PRIVACY ACT AND/OR
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

OPERATIONAL POLICY MANUAL

Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

3.7

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

3.9

3.10

3.11

3.12

3.13

OPERATIONAL POLICY MANUAL

3.14

3.15

3.16

3.17

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3.18

3.19

3.20

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payments

OPERATIONAL POLICY MANUAL

3.21

4.

4.1

4.2

4.3

4.4

4.5

4.6

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

5.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

5.3

5.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

2.3

2.4

2.5

The approval of the DG HS is required prior to an attempt to recruit, or accept of operational assistance

OPERATIONAL POLICY MANUAL

2.6

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file (and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-102

OPERATIONAL POLICY MANUAL

3.2

3.3

3.4

3.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

3.7

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

3.9

3.10

3.11

3.12

3.13

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.14

3.15

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.16

3.17

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3.18

3.19

3.20

OPERATIONAL POLICY MANUAL

3.21

4.

4.1

4.2

4.3

4.4

4.5

4.6

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

5.

5.1

OPERATIONAL POLICY MANUAL

5.2

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT.
PROVISIONS OF THE PRIVACY ACT AND/OR
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

OPERATIONAL POLICY MANUAL

5.3

5.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2001-12-01

OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

2.3

2.4

2.5

The approval of the DG HS is required prior to an attempt to recruit, or accept of operational assistance

2.6

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-100 to OPS-105, "Targeting - Section 12 *CSIS Act*".

3.2

3.3

3.4

3.5

Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

3.7

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

3.9

3.10

3.11

3.12

3.13

3.14

3.15

3.16

3.17

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.18

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.19

3.20

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payments

3.21

4.

4.1

4.2

4.3

4.4

4.5

4.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.7

Security

4.8 All contacts between employees and human sources shall be made in ways that ensure protection of the source's identity and the overall security of the operation.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.2

5.3

5.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.5

Payment for Information

5.6 A human source may receive payment for information obtained during a operational

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2002-04-22
OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

2.3

2.4

2.5

The approval of the DG HS is required prior to an attempt to recruit, or accept of operational assistance

2.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file (and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-100 to OPS-105, "Targeting - Section 12 *CSIS Act*".

3.2

3.3

3.4

3.5

Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

3.7

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

3.9

3.10

3.11

3.12

3.13

3.14

3.15

3.16

3.17

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.18

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.19

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.20

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

ı source provides information or other assistance to another person in support of nvestigation under the *CSIS Act*, the controller shall promptly inform the HQ neans of an operational report.

Payments

3.21

4.

4.1

4.2

4.3

4.4

4.5

4.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.7

Security

4.8 All contact between employees and human sources shall be made in such a manner as to ensure protection of the source's identity and the overall security of the operation.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1

5.2

5.3

5.4

5.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.6

5.7

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment for Information

5.8 A human source may receive payment for information obtained during a operational

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2002-06-07
OPS-205 HUMAN SOURCES - DEVELOPMENT AND DIRECTION OF SOURCES

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to the general development and direction of human sources by the Service.

2. RECRUITMENT

2.1 Before attempting to recruit a human source, the investigator responsible shall determine, to the appropriate extent, the subject's

Limitations

2.2 Approval by Headquarters Human Sources (HQ HS) shall be obtained before attempting to recruit a human source

2.3

2.4

2.5

The approval of the DG HS is required prior to an attempt to recruit, or accept of operational assistance

2.6

Initial Report

2.7 When it is necessary to open an human source file (see OPS-204, paragraph 4.3 and 4.4), an initial report on the source shall be submitted to Headquarters HS on the general file and shall include the following information, as applicable:

3. DIRECTION

Authorized Deployment

3.1 Where appropriately authorized, human sources may be requested or directed to provide operational assistance only in relation to the following:

Investigations of threats to the security of Canada. See OPS-100 to OPS-105, "Targeting - Section 12 *CSIS Act*".

3.2

3.3

3.4

3.5

Sensitive Sectors

3.6 Special care is to be exercised in the recruitment or use of human sources under direction in investigations which impact on, or which appear to impact on fundamental institutions of our society such as in the academic, fields. See OPS-206, "Human Sources - Special Restrictions".

3.7

3.8 The approval by shall be obtained before using a human source under direction to provide operational assistance in any investigation which impacts on or appears to impact on sensitive sectors.

3.9

3.10

3.11

3.12

3.13

3.14

3.15

3.16

3.17

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.18

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.19

3.20

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payments

3.21

4.

4.1

4.2

4.3

4.4

4.5

4.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.7

Security

4.8 All contact between employees and human sources shall be made in such a manner as to ensure protection of the source's identity and the overall security of the operation.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1

5.2

5.3

5.4

5.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.6

5.7

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment for Information

5.8 A human source may receive payment for information obtained during a operational

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to special restrictions which apply when developing or dealing with human sources.

Definitions

1.2 **Human Sources in Government:** A human source in government is any source under Service direction employed by a government institution under the purview of the Security Policy of the Government of Canada

See OPS-204, paragraph 1.7.

1.3 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

1.4 **Minister:** Solicitor General of Canada

2. HUMAN SOURCES IN GOVERNMENT

Guideline

2.1 Government employees , when used as human sources, will be encouraged to respect their employer's policies and regulations governing their conduct.

Consultation with Deputy Head

2.2 Before directing a source in government, the current deputy head and thereafter, any subsequent deputy head, will normally be consulted where any of the following conditions apply:

OPERATIONAL POLICY MANUAL

2.2.1 Before developing a source in government employed

2.2.2 A source in government shall from the Service,

2.2.3 When consultation with the deputy head pursuant to paragraphs 2.2, 2.2.1 or 2.2.2 would likely endanger the source or otherwise adversely affect the operation, the Minister may be requested to waive the consultation requirement.

Waiver Procedures for Sources in Government

2.3 Requests for the Minister to waive the consultation requirement for sources in government shall include the following information:

3. HUMAN SOURCES ON CAMPUS

Approval by the Minister

3.1 Approval by the Minister shall be obtained before directing a human source to provide operational assistance at post-secondary educational institutions.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Ministerial Approval Procedures

3.2 Requests to the Minister to approve the direction of a human source within a post-secondary educational institution should include the following information:

Reports to the Minister

3.3 The Minister shall be informed when the activity of a human source within a post-secondary educational institution

OPERATIONAL POLICY MANUAL

3.4

3.5

Record of Decisions

3.6 The Director General, Headquarters Human Sources (DG, HQ HS) will maintain a record

Approval by Headquarters Human Sources (HS)

3.7 Approval by the DG, HQ HS shall be obtained before providing payment
to any human source,

4. HUMAN SOURCES

4.1

OPERATIONAL POLICY MANUAL

Recruitment

4.2 Before developing a source or as soon as possible after a source becomes employed or is otherwise directly approval by the Deputy Director, Operations (DDO) will be

Payment

4.3 Approval by the DDO shall be obtained before payment to such sources

5. HUMAN SOURCES

Limitations

5.1

5.1.1 Unsolicited information may be accepted from such persons in the first instance,

5.1.2 Prior approval by the Deputy Director, Operations (DDO) shall be obtained through HQ HS for any exception to this policy.

6. HUMAN SOURCES

6.1 The payment to any human source requires the approval of the DDG Operations.

7. HUMAN SOURCES - CONFLICT OF INTEREST

Principles

OPERATIONAL POLICY MANUAL

Controllers

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources prescribes the policy and procedures related to special restrictions which apply when developing or dealing with human sources.

Definitions

1.2 **Human Sources in Government:** A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See OPS-204, paragraph 1.8.

1.3 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

2. HUMAN SOURCES IN GOVERNMENT

Consultation with Deputy Head

2.1 Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head, shall normally be consulted where any of the following conditions apply:

2.1.1 A source in government shall from the Service,

2.1.2 When consultation with the deputy head pursuant to paragraphs 2.1 and 2.1.1 would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

OPERATIONAL POLICY MANUAL

Waiver Procedures

2.2 Requests for the Solicitor General to waive the consultation requirement shall include the following information:

Directing Sources in Government

2.3 A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

3. HUMAN SOURCES ON CAMPUS

Approval by Solicitor General

3.1 Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance at post-secondary academic institutions.

OPERATIONAL POLICY MANUAL

Ministerial Approval Procedures

3.2 Requests to the Solicitor General to approve the direction of a human source within a post-secondary academic institution shall include the following information:

Reports to Solicitor General

3.3 Notwithstanding paragraph 3.1, the Solicitor General shall be informed when the activity of a human source within a post-secondary academic institution

Approval by Headquarters OHS

3.4 Approval by the Chief OHS shall be obtained before providing payment to any human source,

4. HUMAN SOURCES

4.1

Recruitment

4.2 Approval by the DDO shall be obtained before attempting recruitment of such sources

OPERATIONAL POLICY MANUAL

Payment

4.3 Approval by the DDO shall be obtained before payment to such sources

5. HUMAN SOURCES

Limitations

5.1

5.1.1 Unsolicited information may be accepted from such persons in the first instance,

5.1.2 Prior approval by the DDO shall be obtained through Headquarters OHS for any exception to this policy.

6. HUMAN SOURCES

6.1 The payment to any human source requires the approval of the DDG Operations.

OPERATIONAL POLICY MANUAL

OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources prescribes the policy and procedures related to special restrictions which apply when developing or dealing with human sources.

Definitions

1.2 **Human Sources in Government:** A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See OPS-204, paragraph1.8.

1.3

1.4 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

1.4.1 **Minister:** Solicitor General of Canada

2. HUMAN SOURCES IN GOVERNMENT

Consultation with Deputy Head

2.1 Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head, shall normally be consulted where any of the following conditions apply:

OPERATIONAL POLICY MANUAL

2.1.1 A source in government shall from the Service,

2.1.2 When consultation with the deputy head pursuant to paragraphs 2.1 and 2.1.1 would likely endanger the source or otherwise adversely affect the operation, the Minister may be requested to waive the consultation requirement.

Waiver Procedures for Sources in Government

2.2 Requests for the Minister to waive the consultation requirement for sources in government shall include the following information:

Directing Sources in Government

2.3 A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

3. HUMAN SOURCES

Consultation with the Minister

3.1 Before developing a source or directing an existing source

3.2 receive payment from the

OPERATIONAL POLICY MANUAL

Service,

Advice to Minister

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

4. HUMAN SOURCES ON CAMPUS

Approval by Solicitor General

4.1 Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance at post-secondary educational institutions.

Ministerial Approval Procedures

4.2 Requests to the Solicitor General to approve the direction of a human source within a post-secondary educational institution should include the following information:

Reports to Solicitor General

4.3 Notwithstanding paragraph 3.1, the Solicitor General shall be informed when the activity of a human source within a post-secondary educational institution

OPERATIONAL POLICY MANUAL

4.4

4.5

Record of Decisions

4.6 The Director General, Headquarters Human Sources (DG, HQ HS) will maintain a record

Approval by Headquarters Human Sources (HS)

4.7 Approval by the DG, HQ HS shall be obtained before providing payment to any human source

5. HUMAN SOURCES

5.1

OPERATIONAL POLICY MANUAL

Recruitment

5.2 Approval by the Deputy Director, Operations (DDO) shall be obtained before attempting recruitment of such sources

Payment

5.3 Approval by the DDO shall be obtained before payment to such sources

6. HUMAN SOURCES

Limitations

6.1

6.1.1 Unsolicited information may be accepted from such persons in the first instance,

6.1.2 Prior approval by the Deputy Director, Operations (DDO) shall be obtained through HQ HS for any exception to this policy.

7. HUMAN SOURCES

7.1 The payment to any human source requires the approval of the DDG Operations.

8. HUMAN SOURCES - CONFLICT OF INTEREST

Principles

OPERATIONAL POLICY MANUAL

Controllers

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to special restrictions which apply when developing or dealing with human sources.

Definitions

1.2 **Human Sources in Government:** A human source in government is any source under Service direction employed by a government institution under the purview of the Security Policy of the Government of Canada

See OPS-204, paragraph 1.7.

1.3 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

1.4 **Minister:** Solicitor General of Canada

2. HUMAN SOURCES IN GOVERNMENT

Guideline

2.1 Government employees , when used as human sources, will be encouraged to respect their employer's policies and regulations governing their conduct.

Consultation with Deputy Head

2.2 Before directing a source in government, the current deputy head and thereafter, any subsequent deputy head, will normally be consulted where any of the following conditions apply:

OPERATIONAL POLICY MANUAL

2.2.1 Before developing a source in government employed

2.2.2 A source in government shall from the Service,

2.2.3 When consultation with the deputy head pursuant to paragraphs 2.2, 2.2.1 or 2.2.2 would likely endanger the source or otherwise adversely affect the operation, the Minister may be requested to waive the consultation requirement.

Waiver Procedures for Sources in Government

2.3 Requests for the Minister to waive the consultation requirement for sources in government shall include the following information:

3. HUMAN SOURCES ON CAMPUS

Approval by the Minister

3.1 Approval by the Minister shall be obtained before directing a human source to provide operational assistance at post-secondary educational institutions.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Ministerial Approval Procedures

3.2 Requests to the Minister to approve the direction of a human source within a post-secondary educational institution should include the following information:

Reports to the Minister

3.3 The Minister shall be informed when the activity of a human source within a post-secondary educational institution

OPERATIONAL POLICY MANUAL

3.4

3.5

Record of Decisions

3.6 The Director General, Headquarters Human Sources (DG, HQ HS) will maintain a record

Approval by Headquarters Human Sources (HS)

3.7 Approval by the DG, HQ HS shall be obtained before providing payment to any human source.

4. HUMAN SOURCES

4.1

OPERATIONAL POLICY MANUAL

Recruitment

4.2 Before developing a source or as soon as possible after a source becomes approval by the Deputy Director, Operations (DDO) will be obtained.

Payment

4.3 Approval by the DDO shall be obtained before payment to such sources

5. HUMAN SOURCES

Limitations

5.1

5.1.1 Unsolicited information may be accepted from such persons in the first instance,

5.1.2 Prior approval by the Deputy Director, Operations (DDO) shall be obtained through HQ HS for any exception to this policy.

6. HUMAN SOURCES

6.1 The payment to any human source requires the approval of the DDG Operations.

7. HUMAN SOURCES - CONFLICT OF INTEREST

Principles

OPERATIONAL POLICY MANUAL

Controllers

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources prescribes the policy and procedures related to special restrictions which apply when developing or dealing with human sources.

Definitions

1.2 **Human Sources in Government**: A human source in government is any source under Service direction who is employed by a government institution under the purview of the Security Policy of the Government of Canada. See OPS-204, paragraph 1.8.

1.3 **Deputy Head**: A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

2. HUMAN SOURCES IN GOVERNMENT

Consultation with Deputy Head

2.1 Before developing a source in government, the current deputy head and thereafter, any subsequent deputy head, shall normally be consulted where any of the following conditions apply:

2.1.1 A source in government shall from the Service,

OPERATIONAL POLICY MANUAL

2.1.2 When consultation with the deputy head pursuant to paragraphs 2.1 and 2.1.1 would likely endanger the source or otherwise adversely affect the operation, the Solicitor General may be requested to waive the consultation requirement.

Waiver Procedures

2.2 Requests for the Solicitor General to waive the consultation requirement shall include the following information:

Directing Sources in Government

2.3 A source in government shall not be directed to provide assistance that contravenes administrative or operational policies or regulations established by the specific employer or by the Government of Canada.

3. HUMAN SOURCES ON CAMPUS

Approval by Solicitor General

3.1 Approval by the Solicitor General shall be obtained before directing a human source to provide operational assistance at post-secondary educational institutions.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
REVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Ministerial Approval Procedures

3.2 Requests to the Solicitor General to approve the direction of a human source within a post-secondary educational institution should include the following information:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
REVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reports to Solicitor General

3.3 Notwithstanding paragraph 3.1, the Solicitor General shall be informed when the activity of a human source within a post-secondary educational institution

3.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
REVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3.5

Record of Decisions

3.6 The Director General, HQ IHS will maintain a record

Approval by Headquarters IHS

3.7 Approval by the Director General, HQ IHS shall be obtained before providing payment to any human source,

4. HUMAN SOURCES

4.1

Recruitment

4.2 Approval by the ADR shall be obtained before attempting recruitment of such sources

Payment

4.3 Approval by the ADR shall be obtained before payment to such sources

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
REVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. HUMAN SOURCES

Limitations

5.1

5.1.1 Unsolicited information may be accepted from such persons in the first instance,

5.1.2 Prior approval by shall be obtained through HQ IHS for any exception to this policy.

6. HUMAN SOURCES

6.1 The payment to any human source requires the approval of the DDG Operations.

2006-05-01
OPS-206 HUMAN SOURCES - SPECIAL RESTRICTIONS

1. INTRODUCTION

Scope

1.1 This policy relates to the special restrictions which apply when developing or dealing with human sources.

Definitions

1.2 **Human Sources in Government:** A human source in government is any source under Service direction employed by a government institution under the purview of the Security Policy of the Government of Canada

(OPS-204, "Human Sources - General").

1.3 **Deputy Head:** A deputy head is normally the deputy head of the department or the head of the agency employing the source in government.

1.4 **Minister:** Minister of Public Safety and Emergency Preparedness Canada (PSEPC).

2. HUMAN SOURCES IN GOVERNMENT

Guideline

2.1 Government employees, when used as human sources, will be encouraged to respect their employer's policies and regulations governing their conduct.

Consultation with Deputy Head

2.2 Before directing a source in government, the current deputy head and thereafter, any subsequent deputy head, will normally be consulted where any of the following conditions apply:

3103(93/01)

2.2.1 Before developing a source in government employed

2.2.2 A source in government will from the Service,

Waiver Procedures for Sources in Government

2.3 Requests for the Minister to waive the consultation requirement for sources in government will include the following information:

3. HUMAN SOURCES ON CAMPUS

Approval by the Minister

3.1 Approval by the Minister will be obtained before directing a human source to provide operational assistance at post-secondary educational institutions.

Ministerial Approval Procedures

3.2 Requests to the Minister to approve the direction of a human source within a post-secondary

educational institution should include the following information:

Reports to the Minister of PSEPC

3.3 The Minister will be informed when the activity of a human source within a post-secondary educational institution

3.4

3.5

Director General Human Sources and Ops Support

3.6 The Director General, Human Sources and Ops Support (DG HSOS) is responsible for:

4. HUMAN SOURCES

4.1

Recruitment

4.2 The Deputy Director, Operations (DDO) is responsible for prior approval for:

5. HUMAN SOURCES

Limitations

5.1

5.1.1 Unsolicited information may be accepted from such persons in the first instance

5.1.2 Prior approval by the DDO will be obtained through HSOS for any exception to this policy.

6. HUMAN SOURCES

6.1 The payment to any human source
the approval of the Deputy Director General (DDG) Operations.

7. HUMAN SOURCES - CONFLICT OF INTEREST

Principles

Controllers

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources policy prescribes the policy and procedures related to qualitative controls used when dealing with Human Sources.

2. EVALUATION OF HUMAN SOURCES

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT
PROVISIONS OF THE PRIVACY ACT AND/OR
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

SCRS
REVIRD
REVIEWED

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT
PROVISIONS OF THE PRIVACY ACT AND/OR
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. RELIABILITY AND CORROBORATION

Reliability Assessments

3.1 The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

OPERATIONAL POLICY MANUAL

3.2

3.3

3.4

Corroboration of Information

3.5 Investigators and Headquarters operational branch shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

OPERATIONAL POLICY MANUAL

4. HUMAN SOURCES

4.1

4.2

4.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources policy prescribes the policy and procedures related to qualitative controls used when dealing with Human Sources.

2. EVALUATION OF HUMAN SOURCES

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of a source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3. RELIABILITY AND CORROBORATION

Reliability Assessments

3.1 The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

3.2

3.3

3.4

OPERATIONAL POLICY MANUAL

Corroboration of Information

3.5 Investigators and Headquarters operational branch shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

4. HUMAN SOURCES

4.1

4.2

OPERATIONAL POLICY MANUAL

4.3

Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

OPERATIONAL POLICY MANUAL

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources policy prescribes the policy and procedures related to qualitative controls used when dealing with Human Sources.

2. EVALUATION OF HUMAN SOURCES

OPERATIONAL POLICY MANUAL

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT
PROVISIONS OF THE PRIVACY ACT AND/OR
REVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

OPERATIONAL POLICY MANUAL

NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. RELIABILITY AND CORROBORATION

Reliability Assessments

3.1 The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

3.2

3.3

OPERATIONAL POLICY MANUAL

3.4

Corroboration of Information

3.5 Investigators and Headquarters operational branch shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

4. HUMAN SOURCES

4.1

OPERATIONAL POLICY MANUAL

4.2

4.3

Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE ACCESS TO INFORMATION ACT.
PROVISIONS OF THE PRIVACY ACT AND/OR
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI
SUR LA PROTECTION DES RENSEIGNEMENTS
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS
À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources policy prescribes the policy and procedures related to qualitative controls used when dealing with Human Sources.

2. EVALUATION OF HUMAN SOURCES

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. RELIABILITY AND CORROBORATION

Reliability Assessments

3.1 The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

OPERATIONAL POLICY MANUAL

3.4

Corroboration of Information

3.5 Investigators and Headquarters operational branch shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

OPERATIONAL POLICY MANUAL

4. HUMAN SOURCES

4.1

4.2

4.3

Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources policy prescribes the policy and procedures related to qualitative controls used when dealing with Human Sources.

2. EVALUATION OF HUMAN SOURCES

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. RELIABILITY AND CORROBORATION

Reliability Assessments

3.1 The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

OPERATIONAL POLICY MANUAL

3.2

3.3

3.4

Corroboration of Information

3.5 Investigators and Headquarters operational branch shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

4. HUMAN SOURCES

4.1

4.2

4.3

Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to qualitative controls used when dealing with human sources.

2. EVALUATION OF HUMAN SOURCES

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.4

2.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.7

2.8

3. RELIABILITY AND CORROBORATION

Reliability Assessments

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.1 The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3.3

3.4

Corroboration of Information

3.5 Investigators and Headquarters operational branch shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

4. HUMAN SOURCES

4.1

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.2

4.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to qualitative controls used when dealing with human sources.

2. EVALUATION OF HUMAN SOURCES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. RELIABILITY AND CORROBORATION

Reliability Assessments

3.1 The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.2

3.3

3.4

Corroboration of Information

3.5 Investigators and Headquarters operational branch shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

4. HUMAN SOURCES

4.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.2

4.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2005-12-13
OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures related to qualitative controls used when dealing with human sources.

Authorities and References

1.2 *CSIS Act*

1.3 *Access to Information Act*

1.4 *Privacy Act*

1.5 Ministerial Direction on CSIS Operations (2001 03 01)

1.6 OPS-204, "Human Sources - General"

1.7 OPS-205, "Human Sources - Development and Direction of Sources"

1.8 OPS-208, "Human Sources - Compensation"

1.9

1.10 OPS-501, "Operational Reporting"

2. EVALUATION OF HUMAN SOURCES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

3. RELIABILITY AND CORROBORATION

Reliability Assessments

3.1 The controller responsible shall assess the general degree of reliability of a human source, according to the following criteria in descending order:

3.2

3.3

3.4

Corroboration of Information

3.5 Investigators and HQ operational branch shall attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. HUMAN SOURCES

4.1

4.2

4.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2006-05-01
OPS-207 HUMAN SOURCES - QUALITATIVE CONTROLS

1. INTRODUCTION

Scope

1.1 This policy relates to qualitative controls used when dealing with human sources.

Authorities and References

1.2 *CSIS Act*

1.3 *Access to Information Act*

1.4 *Privacy Act*

1.5 Ministerial Direction on CSIS Operations (2001 03 01)

1.6 OPS-204, "Human Sources - General"

1.7 OPS-205, "Human Sources - Development and Direction of Sources"

1.8 OPS-206, "Human Sources - Special Restrictions"

1.9 OPS-208, "Human Sources - Compensation"

1.10

1.11 OPS-501, "Operational Reporting"

2. EVALUATION OF HUMAN SOURCES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

NOTE: The policy of the Service is to protect the identity of human sources in perpetuity. However, source files can only be retained by the Service for up to 125 years following which they are transferred to National Archives if not previously destroyed under the file destruction schedule of the Service. As time goes by, there will be efforts made under provisions of the Access to Information Act to access these files for historical research purposes. The capacity of the Service to protect the identity of source beyond the 125 year limit will be significantly improved if the wishes of the source are recorded on the file.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. RELIABILITY AND CORROBORATION

Reliability Assessments

3.1 The controller responsible will assess the general degree of reliability of a human source, according to the following criteria in descending order:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.3

3.4

Corroboration of Information

3.5 Investigators and HQ operational Branch will attempt, according to their respective duties and functions, to corroborate information provided by human sources with whom they are concerned.

4. HUMAN SOURCES

4.1

4.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.3

Evaluation of Sources and Corroboration of Information

4.4 For purposes of evaluating a human source or corroborating specific information provided by a source, the controller responsible may use the following

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2006-05-01
OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This policy pertains to the compensation of human sources.

2. PRINCIPLES

Approvals

2.2 Approval by the Minister of Public Safety and Emergency Preparedness Canada (PSEPC) will be obtained before offering a human source payment in money or in kind that exceeds the financial signing authority of the Director.

2.3

2.4

Offers of Compensation

2.5

2.6

Types of Payment

2.7 All payments to human sources are under the provisions of portions of which are summarized here for ease of reference:

3103(93/01)
PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS
PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
PROCESSED BY CSIS UNDER THE

3. PAYMENTS

Guidelines

3.1 payments in relation to a human source will be made in accordance with the policies and procedures

4. PAYMENTS

Authority

4.1 The authority of the Director and certain employees to approve human source payments is limited in each case

4.2 Authority to provide payment to a human source will designate an amount covering

Authority

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Authority

Authority

Authority

Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. PROCEDURES FOR PAYMENTS

Summary of Procedures

5.1 Without modifying or replacing directions found the following summarizes the process for making payments to a human source.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payments

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources prescribes the policy and procedures applied when compensating human sources.

2. GENERAL PRINCIPLES AND TERMINOLOGY

Parameters of Compensation

Ministerial Approval

2.2 Approval by the Solicitor General shall be obtained before offering a human source the following:

Payment in money or in kind that exceeds the financial signing authority of the Director; or

2.3

Offers of Compensation

2.4

2.5

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Types of Payment

2.6 All payments to human sources are under the provisions of portions of which are summarized here for ease of reference:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PAYMENTS

Guidelines

3.1 payments in relation to a human source shall be made in accordance with the policies and procedures

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. PAYMENTS

Authority

4.1 The authority of the Director and certain employees to approve human source payments is limited in each case

4.2 Authority to provide payment to a human source shall designate an amount covering

Authority

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

Authority

Authority

Authority

Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. PROCEDURES FOR PAYMENTS

Summary of Procedures

5.1 Without modifying or replacing directions found , the following summarizes the process for making payments to a human source:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payments:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources prescribes the policy and procedures applied when compensating human sources.

2. GENERAL PRINCIPLES AND TERMINOLOGY

Parameters of Compensation

Ministerial Approval

2.2 Approval by the Solicitor General shall be obtained before offering a human source the following:

Payment in money or in kind that exceeds the financial signing authority of the Director; or

2.3

Offers of Compensation

2.4

2.5

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Types of Payment

2.6 All payments to human sources are under the provisions of portions of which are summarized here for ease of reference:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PAYMENTS

Guidelines

3.1 payments in relation to a human source shall be made in accordance with the policies and procedures

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. PAYMENTS

Authority

4.1 The authority of the Director and certain employees to approve human source payments is limited in each case

4.2 Authority to provide payment to a human source shall designate an amount covering

Authority

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Authority

Authority

Authority

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. PROCEDURES FOR PAYMENTS

Summary of Procedures

5.1 Without modifying or replacing directions found the following summarizes the process for making payments to a human source:

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payments:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This chapter of Human Sources prescribes the policy and procedures applied when compensating human sources.

2. GENERAL PRINCIPLES AND TERMINOLOGY

Parameters of Compensation

2.1

Ministerial Approval

2.2 Approval by the Solicitor General shall be obtained before offering a human source the following:

Payment in money or in kind that exceeds the financial signing authority of the Director; or

2.3

Offers of Compensation

2.4

2.5

Types of Payment

2.6 All payments to human sources are under the provisions of portions of which are summarized here for ease of reference:

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PAYMENTS

Guidelines

3.1 payments in relation to a human source shall be made in accordance with the policies and procedures

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. PAYMENTS

Authority

4.1 The authority of the Director and certain employees to approve human source payments is limited in each case

4.2 Authority to provide payment to a human source shall designate an amount covering

Authority

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Authority

Authority

Authority

Payment

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. PROCEDURES FOR PAYMENTS

Summary of Procedures

5.1 Without modifying or replacing directions found the following summarizes the process for making payments to a human source:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payments:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures applied when compensating human sources.

2. GENERAL PRINCIPLES AND TERMINOLOGY

Parameters of Compensation

2.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approvals

2.2 Approval by the Minister shall be obtained before offering a human source payment in money or in kind that exceeds the financial signing authority of the Director.

2.3

2.4

Offers of Compensation

2.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.6

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Types of Payment

2.7 All payments to human sources are under the provisions of portions of which are summarized here for ease of reference:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PAYMENTS

Guidelines

3.1 payments in relation to a human source shall be made in accordance with the policies and procedures

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. PAYMENTS

Authority

4.1 The authority of the Director and certain employees to approve human source payments is limited in each case

4.2 Authority to provide payment to a human source shall designate an amount covering

Authority

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Authority

Authority

Authority

Payment

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. PROCEDURES FOR PAYMENTS

Summary of Procedures

5.1 Without modifying or replacing directions found the following summarizes the process for making payments to a human source:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payments:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-208 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This chapter prescribes the policy and procedures applied when compensating human sources.

2. GENERAL PRINCIPLES AND TERMINOLOGY

Parameters of Compensation

2.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approvals

2.2 Approval by the Minister shall be obtained before offering a human source payment in money or in kind that exceeds the financial signing authority of the Director.

2.3

2.4

Offers of Compensation

2.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.6

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Types of Payment

2.7 All payments to human sources are under the provisions of portions of which are summarized here for ease of reference:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PAYMENTS

Guidelines

3.1 payments in relation to a human source shall be made in accordance with the policies and procedures

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. PAYMENTS

Authority

4.1 The authority of the Director and certain employees to approve human source payments is limited in each case

4.2 Authority to provide payment to a human source shall designate an amount covering

Authority

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Authority

Authority

Authority

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. PROCEDURES FOR] PAYMENTS

Summary of Procedures

5.1 Without modifying or replacing directions found the following summarizes the process for making payments to a human source:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Payments:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPERATIONAL POLICY MANUAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPS-701 HUMAN SOURCES - HUMAN SOURCE PROGRAM

1. INTRODUCTION

Objective

1.1 The conduct of human source operations is a fundamental component of the Service's efforts to protect Canada's national security interests and the safety of Canadians through the provision of intelligence and security-related advice to government. The Service is committed to an integrated, approach to the conduct of human source operations which is best-practices oriented, The objective of this policy is to provide direction with regards to the primary elements and components of the Human Source Program.

Scope

1.2 The policy identifies the fundamental principles which guide the Service's conduct of human source operations, by outlining the structure and organization of the Human Source Program, and by defining the general roles and responsibilities of the various operational involved in human source operations.

1.3 For further direction on human source operations refer to OPS-806, Human Sources".

1.4 The principles and standards described in this policy apply to all human sources, active or inactive, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Financial Administration Act (FAA)

Ministerial Direction for Operations (2008 10 29)

Ministerial Direction on Information Sharing with Foreign Agencies (2009 05 14)

DDO Directive – "Disclosure of Service Information to the RCMP" (2010 01 13)

Treasury Board Policy on Internal Control

Treasury Board Policy on Financial Management Governance

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term Aor designate@ denotes the option to delegate an authority to an assigned individual or position.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Director

2.1 The Director is responsible for the overall management of the Service's Human Source Program.

2.2 The Director is responsible for notifying the Minister when there is a potential that the activities of a human source, may have adverse impact such as:

discrediting the Service or the GoC;

presenting a clear risk to human life;

2.3

2.4 The Director is responsible for providing the Minister with an Annual Report containing:

2.5

2.6

2.7

2.8

Chief Financial Officer

2.9 The Chief Financial Officer (CFO) is responsible for:

supporting the Director for overall stewardship of financial responsibilities and for the integrity of the Service's overall financial management culture and capabilities;

ensuring that regular Financial Management Compliance Reviews are conducted; and

monitoring adherence to Treasury Board of Canada and CSIS policies, procedures, regulations and the *FAA*.

Human Sources and Operations Security Branch

2.10 The HSOS Branch is responsible for the overall management of operations involving human sources.

2.11

2.12

2.13

2.14

2.15

Headquarters Branches

2.16 HQ Branches are responsible for the case management of operations involving human sources.

2.17 HQ Branches are responsible for providing direction related to human source operations that is consistent with the

Regions

2.19 Regions are responsible for the recruitment, assessment and management of human sources

2.20 Regions are responsible for locally conducting and managing human source activities consistent with national standards and best practices

3. HUMAN SOURCE PROGRAM

3.1 In pursuit of the Service's mandate, the Human Source Program encompasses the administrative and operational support infrastructure necessary for the Service's conduct of human source operations. It also comprises the operational involved in the assessment, recruitment, management of human sources.

3.2 In addition to ensuring compliance with this policy and related documents, the following fundamental principles must be observed in the conduct of human source operations:

confidentiality is the foundation of all operational relationships.

human sources will be managed and treated ethically and fairly;

to the greatest extent possible, steps will be taken to ensure the protection of the human source and the identity of the human source;

human sources are to be centrally managed, in order to protect their personal safety and the security of the Service's operations;

the approval authority required to use a directed human source in a CFI must be commensurate with the and potential adverse impact on

4. CASE MANAGEMENT

4.1 Case management employs in the conduct of human source operations. in order to guide and support collection and human source efforts as part of a approach to the overall management of human source operations.

4.2

4.3 Regions and HQ Branches will collaborate with regards to the management of human sources and human source operations.

Process

4.4

4.5

4.6 For additional information and guidance on the process, refer to OPS-702, "Human Sources - Case Management".

4.7

4.8

4.9

4.10

For additional information and guidance on refer to "OPS-702, "Human Sources - Case Management".

4.11

For additional information and guidance on human source operations, refer to and OPS-806, Human Sources".

5. SPECIAL PROVISIONS

5.1 the Service or the GoC, the assessment, recruitment and use of human sources requiring special consideration must be conducted and to CFIs such as post-secondary, political, establishments. For additional information and guidance on special provisions, refer to OPS-703, "Human Sources - Special Provisions".

6. CONDUCT

6.1 Human sources will be directed to carry out their tasks on behalf of the Service in a manner that is consistent

6.2 Directed human sources will be instructed to conduct themselves in such a manner as not to discredit the Service or the GoC. For additional information and guidance on human source conduct, refer to "OPS-704, "Human Sources - Conduct

7.

7.1 For additional information and guidance on human source refer to OPS-705, "Human Sources

8.

8.1

8.2 For additional information and guidance on the of a human source, refer to "OPS-706, "Human Sources

9. COMPENSATION

9.1

For additional information and guidance on human source compensation, refer to "OPS-707, "Human Sources – Compensation".

9.2 In exchange for providing operational assistance to the Service, human sources receive possible remuneration.

10. HANDLING OF HUMAN SOURCE FILES

10.1

10.2 human source files are opened in order to protect a human source's identity For additional information and guidance on handling human source information, refer to OPS-701-1, "Procedures - Human Sources - Human Source Program - File Management",

10.3

10.4 The Service protects the identity of human sources in perpetuity. However, after a 125-year retention period, the inactive file can be transferred from the Service's repository to National Archives. For additional information and guidance on disclosure of assistance, refer to section 10 of "OPS-702, "Human Sources - Case Management".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-701 APPENDIX 1 - ADMINISTRATIVE AND HUMAN SOURCE FILE CATEGORIES

1. ADMINISTRATIVE FILE CATEGORIES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2. HUMAN SOURCE FILE CATEGORIES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

2013-01-08

OPS-701 APPENDIX 1 - ADMINISTRATIVE AND HUMAN SOURCE FILE CATEGORIES

1. ADMINISTRATIVE FILE CATEGORIES

2. HUMAN SOURCE FILE CATEGORIES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Replace OPS-701 Appendix 1, dated 2011-04-01

3103(93/01)

OPS-701 APPENDIX 2 - MATRIX - DELEGATIONS OF AUTHORITY FOR THE HUMAN SOURCE PROGRAM

Policy	Section		MINISTER	DIR				DG HSOS	RDG	HQ DG				
702-1	2.12													
702-1	2.14													
702-1	3.2	Recruitment approach to an individual							X					
702-1	3.3	Recruitment approach when there is a potential for adverse impact	X											
702-1														
702-1	5.2	Directing a human source to participate in activities							X					
702-1														
702-1														
702-1														
702-1														
702-1	10.4													
702-1	10.5													
702-1	11.2	Human source						X						
702-2	4.1													
702-2	4.2													
702-2														

PROCESSED BY CSIS UNDER THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION.

702-2														
702-2														
702-3	4.1													
702-3														
702-3														
702-3														
702-3														
702-6														
702-7	4.4													
702-7	4.5													
702-7	4.6													
702-7	4.7													
702-7	4.8													
702-7														
702-7														
702-8														
702-8	3.6													
702-8														
702-8														
703-1	2.1	The attempt to recruit,						X						
703-1	2.2	The recruitment of a human source who is,							X					
703-1	3.9	The use of a directed human source where the activities of the human source impact on the integral role and functions of the CFI							X					
703-1	3.10	The use of a directed human source whose activities impact on the integral role and functions of a CFI,						X						
703-1	3.11	The use of a directed human source when the Service's operational activities may be integral to the role and functions of a post-secondary institution		X										

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

703-1															
703-1	4.4														
703-1	4.10	A request to waive the requirement to consult with the Deputy Head of the responsible government department/agency for a Human Source in Government.	X												
703-1	5.6														
703-1	5.7														
703-1	5.8														
703-1	6.2														
703-1	6.3														
703-1	7.2														
703-1	7.3														
703-1	7.4														
703-1	7.5														
704-1	4.7														
704-1	4.9														
704-1	5.7														
704-1	5.8														
704-1	6.2														
704-1	7.5							X							
705-1	2.8														

705-1	3.7														
705-1	3.8														
705-1	4.3														
705-1	6.4														
706-1	3.11														
706-1	3.12														
706-1	3.13														
706-1	4.6														
706-1	4.8														
706-1	4.9														
706-1															
707-1	2.5	An offer of remuneration to a human source that exceeds the signing authority of the Director	X												
707-1	4.3														
707-1	4.4														
707-1	4.5														
707-1	4.6														
707-1	6.6														
707-1	8.5														
707-1	9.9														
707-1	10.7	The provision of an payment to a human source													
707-1	11.5	The provision of a authority payment for a human source operation									X				

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE ACCESS TO INFORMATION ACT AND/OR THE PRIVACY ACT
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR L'ACCÈS À L'INFORMATION ET/OU DES RENSEIGNEMENTS PERSONNELS

3103(93/01)

OPS-701 APPENDIX 2 - MATRIX - DELEGATIONS OF AUTHORITY FOR THE HUMAN SOURCE PROGRAM

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-701-1 PROCEDURES - HUMAN SOURCES - HUMAN SOURCE PROGRAM - FILE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the file management architecture for the Human Source Program and provide general direction for the administration of human source files.

Definitions

1.2 For definitions of specific terms used in this procedure, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. OPENING HUMAN SOURCE FILES

2.1 At the request of a Region, HSOS can open a human source file in cooperation with the Information Management (IM). For additional information and guidance on file categories, refer to OPS-701 Appendix 1, "Administrative and Human Source File Categories".

3. ACCESSING AND HANDLING HUMAN SOURCE FILES

3.1

Security of Information

3.2 Employees must ensure that the identity of a human source is protected

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. INACTIVATION OF HUMAN SOURCE FILES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Refer to section 10 of OPS-702-1, "Procedures - Human Sources - Case Management".

OPS-702 HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Objective

1.1 The use of human sources is an integral part of the Service's mandated investigations As such, are central components of the Service's case management of human source operations. The objective of this policy is to provide direction throughout the stages of a human source operation,

Scope

1.2 This policy, in conjunction with CSIS Policy: Conduct of Operations, OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions", outlines the general principles that govern the assessment, recruitment and management of a human source,

1.3 The principles and standards described in this policy apply to all human sources, active or inactive, as applicable, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

1.4 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.5 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Access to Information Act

Immigration and Refugee Protection Act (IRPA)

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

DDO Directive - "Retention of Information Collected under Sections 12, 15 and 16 of the *CSIS Act*" (2012 03 01)

Definitions

1.6 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

1.7 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.8 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.8.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Director

2.1 The Director is responsible for the overall management of the Service's Human Source Program.

2.2

2.3

2.4

Director General, Human Sources and Operations Security

2.5 The Director General (DG), Human Sources and Operations Security (HSOS) is responsible for:

briefing the appropriate Service Executives, Headquarters (HQ) DGs and Regional Directors General (RDG) on all significant matters concerning human sources, and the security of human source operations;

providing advice, direction and assistance to HQ Branches and Regions on the recruitment, development and management of human sources, as well as on operational security and operations support;

managing a centralized system for administering human source operations;

and

seeking advice, as well as providing support and direction to HQ Branches and Regions, concerning all matters related to human sources.

Headquarters Directors General

2.6 HQ DG are responsible for:

providing direction to Regions on the of human sources to address operational priorities and

reviewing human source operations

Regional Directors General

2.7 Regional Directors General are responsible for:

ensuring that all appropriate strategies are taken to protect human sources and Service operations;

briefing the DG HSOS on all significant matters concerning the conduct and operational security of human source operations in the Regions;

providing Regional employees with advice, direction and assistance on the development, management and of human sources as well as on operational security and operations support;

establishing practices to ensure that a human source are evaluated in accordance with Service standards; and

authorizing human source participation in activities

Human Sources and Operations Security

2.8

Human Sources and Operations Security

2.9

2.10

Human Source

2.11

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.12

2.13

information and guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source For additional

3. PROCESS

3.1

3.2 The Service's human source process ensures quality control in the Human Source Program by of human sources from the standpoint of reliability and corroboration of reported information. For additional information and guidance on the process, refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

3.3

3.4

For additional information and guidance on refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

Reporting History

3.5

3.6

For additional information and guidance on reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

3.7

For additional information and guidance on a human source's reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

4. ASSESSMENT AND RECRUITMENT APPROACH

4.1 Employees should be familiar with the provisions of CSIS Policy: Conduct of Operations, OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach to a human source.

4.2

4.3

Recruitment Approach

4.4 If a recruitment approach may have adverse impact appropriate approvals must be sought. For additional information and guidance on a recruitment approach that may refer to section 3 of OPS-702-1, "Procedures - Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions".

4.5

4.6

4.7 A allows for the provision of payments, in accordance with OPS-707, "Human Sources - Compensation", to an individual into the Human Source Program.

4.8

4.9

4.10 For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-2, "Procedures – Human Sources – Case Management

5. RECRUITMENT

5.1 The recruitment of a human source is a fundamental investigative technique that assists the Service in the execution of its mandate.

Source Evaluation

5.2 The initial step to all human source recruitments is the assessing and a new human source's It is conducted for the purpose of reliability, including an evaluation of the human source's reporting of a human source operation.

5.3 For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

6. MANAGEMENT

6.1 Human source case management consists of the direction of a human source operation.

6.2 For additional information and guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management - and for the refer to OPS-702-5, "Procedures - Human Sources - Case Management"

Operational Reporting

6.3

6.4 For additional information and guidance on refer to section 4 of OPS-702-1, "Procedures - Human Sources - Case Management" and section 6 of OPS-706, "Human Sources

6.5

6.6 For additional information and guidance on refer to section 5 of OPS-702-1, "Procedures - Human Sources - Case Management".

6.7

6.8 For additional information and guidance on refer to section 6 of OPS-702-1, "Procedures - Human Sources - Case Management".

Authorized Deployment

6.9 Where appropriately authorized, a human source may provide assistance in relation to:

the collection of information on a general investigative authority;

the provision of assistance to other government departments at all levels within Canada,

support or other assistance to a Service operation

Human Source

6.10

6.11

Refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

7.

Operational Security

7.1

7.2

Safety

7.3 When the safety of a human source or a Service employee is endangered or threatened, the appropriate authorities should be notified. For additional information and guidance on safety, refer to section 7 of OPS-702-1, "Procedures - Human Sources - Case Management".

7.4

For additional information and guidance on the and section 8 of OPS-702-1, "Procedures - Human Sources - Case Management".

8. COMMUNICATION

8.1 All contact between employees, human sources will be made in such a manner as to ensure protection of the human source's identity and the overall security of the operation.

8.2

8.3

8.4

8.5

. For additional information and guidance on the use of refer to OPS-702-6, "Procedures - Human Sources - Case Management

9. REVIEW

9.1

Reviews

9.2 For additional information and guidance on reviews, refer to OPS-702-7, "Procedures - Human Sources - Case Management - Review

9.3

9.4 required by the Region, the HQ Branch or HSOS. Refer to section 3 of OPS-702-7, "Procedures - Human Sources - Case Management - Review

9.5

9.6

9.7 For additional information and guidance on refer to section 4 of OPS-702-7, "Procedures - Human Sources - Case Management - Review

9.8 For additional information and guidance on refer to section 5 of OPS-702-7, "Procedures - Human Sources - Case Management - Review"

10. INACTIVATION

10.1

10.2

10.3 is authorized as per the provisions of OPS-702-1, "Procedures - Human Sources - Case Management".

10.4 Any payment must be done in accordance with OPS-707, "Human Sources - Compensation" For additional information and guidance on the refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

Disclosure of Assistance

10.5 The Service protects the identity of a human source in perpetuity. However, after a 125-year retention period, the inactive file can be transferred to National Archives. As a result, an inactive human source's file could be accessed under the provisions of the *Access to Information Act* for historical research purposes.

10.6 All access requests to closed information transferred to the National Archives by the Service will entail mandatory consultation with the Service. The Service reserves the right to exempt or place a moratorium on any file containing information whose disclosure could cause harm to individuals or threaten national security. Refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

11.

11.1

Refer to section 10 of OPS-702-1, "Procedures - Human Sources - Case Management".

2013-01-08
OPS-702 HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Objective

1.1 The use of human sources is an integral part of the Service's mandated investigations As such, are central components of the Service's case management of human source operations. The objective of this policy is to provide direction throughout the stages of a human source operation,

Scope

1.2 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions", outlines the general principles that govern the assessment, recruitment and management of a human source,

1.3 For further direction on human source operations refer to OPS-806, Human Sources".

1.4 The principles and standards described in this policy apply to all human sources, active or inactive, as applicable, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Access to Information Act

Immigration and Refugee Protection Act (IRPA)

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

DDO Directive - "Retention of Information Collected under Sections 12, 15 and 16 of the *CSIS Act*" (2012 03 01)

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Director

2.1 The Director is responsible for the overall management of the Service's Human Source Program.

2.2

2.3

2.4

Director General, Human Sources and Operations Security

2.5 The Director General (DG), Human Sources and Operations Security (HSOS) is responsible for:

briefing the appropriate Service Executives, Headquarters (HQ) DGs and Regional Directors General (RDG) on all significant matters concerning human sources, and the security of human source operations;

providing advice, direction and assistance to HQ Branches and Regions on the recruitment, development and management of human sources, as well as on operational security and operations support;

managing a centralized system for administering human source operations;

and

seeking advice, as well as providing support and direction to HQ Branches and Regions, concerning all matters related to human sources.

Headquarters Directors General

2.6 HQ DG are responsible for:

providing direction to Regions on the of human sources to address operational priorities and

reviewing human source operations

Regional Directors General

2.7 Regional Directors General are responsible for:

ensuring that all appropriate strategies are taken to protect human sources and Service operations;

briefing the DG HSOS on all significant matters concerning the conduct and operational security of human source operations in the Regions;

providing Regional employees with advice, direction and assistance on the development, management and of human sources as well as on operational security and operations support;

establishing practices to ensure that a human source are evaluated in accordance with Service standards; and

authorizing human source participation in activities

Human Sources and Operations Security

2.8

Human Sources and Operations Security

2.9

2.10

Human Source

2.11

2.12

2.13

information and guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source For additional

3. PROCESS

3.1

3.2 The Service's human source process ensures quality control in the Human Source Program by of human sources from the standpoint of reliability and corroboration of reported information. For additional information and guidance on the process, refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

3.3

3.4

For additional information and guidance on refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

Reporting History

3.5

3.6

For additional information and guidance on reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

3.7

For additional information and guidance on a human source's reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

4. ASSESSMENT AND RECRUITMENT APPROACH

4.1 Employees should be familiar with the provisions of OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach to a human source.

4.2

4.3

Recruitment Approach

4.4 If a recruitment approach may have adverse impact appropriate approvals must be sought. For additional information and guidance on a recruitment approach that may refer to section 3 of OPS-702-1, "Procedures - Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions".

4.5

4.6

4.7 A allows for the provision of payments, in accordance with OPS-707, "Human Sources - Compensation", to an individual into the Human Source Program.

4.8

4.9

4.10 For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-2, "Procedures - Human Sources - Case Management".

5. RECRUITMENT

5.1 The recruitment of a human source is a fundamental investigative technique that assists the Service in the execution of its mandate.

Source Evaluation

5.2 The initial step to all human source recruitments is the assessing and a new human source's It is conducted for the purpose of reliability, including an evaluation of the human source's reporting of a human source operation.

5.3 For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation"

6. MANAGEMENT

6.1 Human source case management consists of the direction of a human source operation.

6.2 For additional information and guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management - and for the refer to OPS-702-5, "Procedures - Human Sources - Case Management"

Operational Reporting

6.3

6.4 For additional information and guidance on refer to section 4 of OPS-702-1, "Procedures - Human Sources - Case Management" and section 6 of OPS-706, "Human Sources"

6.5

6.6

information and guidance on For additional refer to section 5 of OPS-702-1, "Procedures - Human Sources - Case Management".

6.7

6.8

For additional information and guidance on refer to section 6 of OPS-702-1, "Procedures - Human Sources - Case Management".

Authorized Deployment

6.9 Where appropriately authorized, a human source may provide assistance in relation to:

the collection of information on a general investigative authority;

the provision of assistance to other government departments at all levels within Canada,

support or other assistance to a Service operation

Human Source

6.10

6.11

Refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source".

7.

Operational Security

7.1

7.2

Safety

7.3 When the safety of a human source or a Service employee is endangered or threatened, the appropriate authorities should be notified. For additional information and guidance on safety, refer to section 7 of OPS-702-1, "Procedures - Human Sources - Case Management".

7.4

For additional information and guidance on the and section 8 of OPS-702-1, "Procedures - Human Sources - Case Management".

8. COMMUNICATION

8.1 All contact between employees, human sources will be made in such a manner as to ensure protection of the human source's identity and the overall security of the operation.

8.2

8.3

8.4

8.5

For additional information and guidance on the use of refer to OPS-702-6, "Procedures - Human Sources - Case Management

9. REVIEW

9.1

Reviews

9.2

For additional information and guidance on reviews, refer to OPS-702-7, "Procedures - Human Sources - Case Management - Review

9.3

9.4 required by the Region, the HQ Branch or HSOS. Refer to section 3 of OPS-702-7, "Procedures - Human Sources - Case Management - Review

9.5

9.6

9.7

For additional information and guidance on refer to section 4 of OPS-702-7, "Procedures - Human Sources - Case Management - Review and OPS-806, Human Sources".

9.8

For additional information and guidance on refer to section 5 of OPS-702-7, "Procedures - Human Sources - Case Management - Review and in CSIS Operations".

10. INACTIVATION

10.1

10.2

10.3 is authorized as per the provisions of OPS-702-1, "Procedures - Human Sources - Case Management".

10.4 Any payment must be done in accordance with OPS-707, "Human Sources - Compensation" For additional information and guidance on the refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

Disclosure of Assistance

10.5 The Service protects the identity of a human source in perpetuity. However, after a 125-year retention period, the inactive file can be transferred to National Archives. As a result, an inactive human source's file could be accessed under the provisions of the *Access to Information Act* for historical research purposes.

10.6 All access requests to closed information transferred to the National Archives by the Service will entail mandatory consultation with the Service. The Service reserves the right to exempt or place a moratorium on any file containing information whose disclosure could cause harm to individuals or threaten national security. Refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

11.

11.1 Refer to section 10 of OPS-702-1, "Procedures - Human Sources - Case Management".

2013-01-08
OPS-702 HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Objective

1.1 The use of human sources is an integral part of the Service's mandated investigations As such, are central components of the Service's case management of human source operations. The objective of this policy is to provide direction throughout the stages of a human source operation,

Scope

1.2 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions", outlines the general principles that govern the assessment, recruitment and management of a human source,

1.3 For further direction on human source operations refer to OPS-806, Human Sources".

1.4 The principles and standards described in this policy apply to all human sources, active or inactive, as applicable, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Access to Information Act

Immigration and Refugee Protection Act (IRPA)

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

DDO Directive - "Retention of Information Collected under Sections 12, 15 and 16 of the *CSIS Act*" (2012 03 01)

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Director

2.1 The Director is responsible for the overall management of the Service's Human Source Program.

2.2

2.3

2.4

Director General, Human Sources and Operations Security

2.5 The Director General (DG), Human Sources and Operations Security (HSOS) is responsible for:

briefing the appropriate Service Executives, Headquarters (HQ) DGs and Regional Directors General (RDG) on all significant matters concerning human sources, and the security of human source operations;

providing advice, direction and assistance to HQ Branches and Regions on the recruitment, development and management of human sources, as well as on operational security and operations support;

managing a centralized system for administering human source operations;

and

seeking advice, as well as providing support and direction to HQ Branches and Regions, concerning all matters related to human sources.

Headquarters Directors General

2.6 HQ DG are responsible for:

providing direction to Regions on the of human sources to address operational priorities and

reviewing human source operations

Regional Directors General

2.7 Regional Directors General are responsible for:

ensuring that all appropriate strategies are taken to protect human sources and Service operations;

briefing the DG HSOS on all significant matters concerning the conduct and operational security of human source operations in the Regions;

providing Regional employees with advice, direction and assistance on the development, management and of human sources as well as on operational security and operations support;

establishing practices to ensure that a human source are evaluated in accordance with Service standards; and

authorizing human source participation in activities

Human Sources and Operations Security

2.8

Human Sources and Operations Security

2.9

2.10

Human Source

2.11

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.12

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.13

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

information and guidance on the human source Human Sources - Case Management - Human Source

For additional refer to OPS-702-8, "Procedures -

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PROCESS

3.1

3.2 The Service's human source process ensures quality control in the Human Source Program by of human sources from the standpoint of reliability and corroboration of reported information. For additional information and guidance on the process, refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

3.3 ;

3.4 For additional information and guidance on refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

Reporting History

3.5

3.6 For additional information and guidance on reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

3.7 For additional information and guidance on a human source's reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

4. ASSESSMENT AND RECRUITMENT APPROACH

4.1 Employees should be familiar with the provisions of OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach to a human source.

4.2

4.3

Recruitment Approach

4.4 If a recruitment approach may have adverse impact appropriate approvals must be sought. For additional information and guidance on a recruitment approach that may refer to section 3 of OPS-702-1, "Procedures - Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions".

4.5

4.6

4.7 A allows for the provision of payments, in accordance with OPS-707, "Human Sources - Compensation", to an individual into the Human Source Program.

4.8

4.9

4.10

For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-2, "Procedures - Human Sources - Case Management

5. RECRUITMENT

5.1 The recruitment of a human source is a fundamental investigative technique that assists the Service in the execution of its mandate.

Source Evaluation

5.2 The initial step to all human source recruitments is the It is conducted for the purpose of assessing and a new human source's reliability, including an evaluation of the human source's reporting of a human source operation.

5.3 For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

6. MANAGEMENT

6.1 Human source case management consists of the direction of a human source operation.

6.2 For additional information and guidance on the , refer to OPS-702-4, "Procedures - Human Sources - Case Management - and for the refer to OPS-702-5, "Procedures - Human Sources - Case Management

Operational Reporting

6.3

6.4

For additional information and guidance on refer to section 4 of OPS-702-1, "Procedures - Human Sources - Case Management" and section 6 of OPS-706, "Human Sources".

6.5

6.6

For additional information and guidance on refer to section 5 of OPS-702-1, "Procedures - Human Sources - Case Management".

6.7

6.8

For additional information and guidance on refer to section 6 of OPS-702-1, "Procedures - Human Sources - Case Management".

Authorized Deployment

6.9 Where appropriately authorized, a human source may provide assistance in relation to:

the collection of information on a general investigative authority;

the provision of assistance to other government departments at all levels within Canada,

support or other assistance to a Service operation

Human Source

6.10

6.11

Refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

7.

Operational Security

7.1

7.2

Safety

7.3 When the safety of a human source or a Service employee is endangered or threatened, the appropriate authorities should be notified. For additional information and guidance on safety, refer to section 7 of OPS-702-1, "Procedures - Human Sources - Case Management".

7.4

For additional information and guidance on the and section 8 of OPS-702-1, "Procedures - Human Sources - Case Management".

8. COMMUNICATION

8.1 All contact between employees, human sources will be made in such a manner as to ensure protection of the human source's identity and the overall security of the operation.

8.2

8.3

8.4

8.5

For additional information and guidance on the use of refer to OPS-702-6, "Procedures - Human Sources - Case Management

9. REVIEW

9.1

Reviews

9.2 For additional information and guidance on reviews, refer to OPS-702-7, "Procedures - Human Sources - Case Management - Review

9.3

9.4 required by the Region, the HQ Branch or HSOS. Refer to section 3 of OPS-702-7, "Procedures - Human Sources - Case Management - Review

9.5

9.6

9.7 For additional information and guidance on refer to section 4 of OPS-702-7, "Procedures - Human Sources - Case Management - Review and OPS-806, Human Sources".

9.8 For additional information and guidance on refer to section 5 of OPS-702-7, "Procedures - Human Sources - Case Management - Review and in CSIS Operations".

10. INACTIVATION

10.1

10.2

10.3 is authorized as per the provisions of OPS-702-1, "Procedures - Human Sources - Case Management".

10.4 Any payment must be done in accordance with OPS-707, "Human Sources - Compensation" For additional information and guidance on the refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

Disclosure of Assistance

10.5 The Service protects the identity of a human source in perpetuity. However, after a 125-year retention period, the inactive file can be transferred to National Archives. As a result, an inactive human source's file could be accessed under the provisions of the *Access to Information Act* for historical research purposes.

10.6 All access requests to closed information transferred to the National Archives by the Service will entail mandatory consultation with the Service. The Service reserves the right to exempt or place a moratorium on any file containing information whose disclosure could cause harm to individuals or threaten national security. Refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

11.

11.1

Refer to section 10 of OPS-702-1, "Procedures - Human Sources - Case Management".

OPS-702 HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Objective

1.1 The use of human sources is an integral part of the Service's mandated investigations As such, are central components of the Service's case management of human source operations. The objective of this policy is to provide direction throughout the stages of a human source operation,

Scope

1.2 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions", outlines the general principles that govern the assessment, recruitment and management of a human source,

1.3 For further direction on human source operations refer to OPS-806, Human Sources".

1.4 The principles and standards described in this policy apply to all human sources, active or inactive, as applicable, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Access to Information Act

Immigration and Refugee Protection Act (IRPA)

New publication

Ministerial Direction for Operations (2008 10 29)

Ministerial Direction on Information Sharing with Foreign Agencies (2009 05 14)

DDO Directive - "Disclosure of Service Information" (2007 11 14)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

DDO Directive - "Retention of Investigative Information" (2008 07 08)

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Director

New publication

2.1 The Director is responsible for the overall management of the Service's Human Source Program.

New publication

2.2

2.3

2.4

Director General, Human Sources and Operations Security

2.5 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

briefing the appropriate Service Executives, Headquarters Directors General (HQ DG) and Regional Directors General (RDG) on all significant matters concerning human sources, and the security of human source operations;

providing advice, direction and assistance to Headquarters (HQ) Branches and Regions on the recruitment, development and management of human sources, as well as on operational security and operations support;

managing a centralized system for administering human source operations;

and

seeking advice, as well as providing support and direction to HQ Branches and Regions, concerning all matters related to human sources.

Headquarters Directors General

2.6 Headquarters Directors General are responsible for:

providing direction to Regions on the of human sources to address operational priorities and

reviewing human source operations

New publication

3103(93/01)

OPS-702 Operations Policies and Procedures

Secret
2011-04-01

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

Regional Directors General

2.7 Regional Directors General are responsible for:

ensuring that all appropriate strategies are taken to protect human sources and Service operations;

briefing the DG HSOS on all significant matters concerning the conduct and operational security of human source operations in the Regions;

providing Regional employees with advice, direction and assistance on the development, management and of human sources as well as on operational security and operations support;

establishing practices to ensure that a human source are evaluated in accordance with Service standards; and

authorizing human source participation in activities

Human Sources and Operations Security

Human Sources and Operations Security

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Human Source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

For additional information and guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

3. PROCESS

3.1

3.2 The Service's human source process ensures quality control in the Human Source Program by of human sources from the standpoint of reliability and corroboration of reported information. For additional information and guidance on the process, refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

3.3

3.4

For additional information and guidance on refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

Reporting History

3.5

3.6

New publication

For additional information and guidance on reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

New publication

3.7 For additional information and guidance on a human source's reporting history refer to section 2 of OPS-702-1, "Procedures - Human Sources - Case Management".

4. ASSESSMENT AND RECRUITMENT APPROACH

4.1 Employees should be familiar with the provisions of OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach to a human source.

4.2

4.3

Recruitment Approach

4.4 If a recruitment approach may have adverse impact appropriate approvals must be sought. For additional information and guidance on a recruitment approach that may refer to section 3 of OPS-702-1, "Procedures - Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions".

4.5

4.6

4.7 A allows for the provision of payments, in accordance with OPS-707, "Human Sources - Compensation", to an individual into the Human Source

New publication

Program.

4.8

4.9

4.10

For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-2, "Procedures - Human Sources - Case Management

5. RECRUITMENT

5.1 The recruitment of a human source is a fundamental investigative technique that assists the Service in the execution of its mandate.

Source Evaluation

5.2 The initial step to all human source recruitments is the It is conducted for the purpose of assessing and a new human source's reliability, including an evaluation of the human source's reporting of a human source operation.

5.3

For additional information and guidance on the process, approval authorities and reporting requirements associated with a refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

5.4

6. MANAGEMENT

6.1 Human source case management consists of the

New publication

direction of a human source operation.

6.2

For additional information and guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management and for the refer to OPS-702-5, "Procedures - Human Sources - Case Management

Operational Reporting

6.3

6.4

For additional information and guidance on refer to section 4 of OPS-702-1, "Procedures - Human Sources - Case Management" and section 6 of OPS-706, "Human Sources

6.5

6.6

For additional information and guidance on refer to section 5 of OPS-702-1, "Procedures - Human Sources - Case Management".

6.7

New publication

6.8

For additional information and guidance on refer to section 6 of OPS-702-1, "Procedures - Human Sources - Case Management".

New publication

Authorized Deployment

6.9 Where appropriately authorized, a human source may provide assistance in relation to:

the collection of information on a general investigative authority;

the provision of assistance to other government departments at all levels within Canada,

support or other assistance to a Service operation; and/or

Human Source

6.10

6.11

Refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source".

7.

Operational Security

7.1

7.2

Safety

7.3 When the safety of a human source or a Service employee is endangered or threatened, the appropriate authorities should be notified. For additional information and guidance on safety, refer to section 7 of OPS-702-1, "Procedures - Human Sources - Case Management".

New publication

3103(93/01)

OPS-702 Operations Policies and Procedures

Secret
2011-04-01

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

7.4 For additional information and guidance on the and section 8 of OPS-702-1, "Procedures - Human Sources - Case Management".

8. COMMUNICATION

8.1 All contact between employees, human sources will be made in such a manner as to ensure protection of the human source's identity and the overall security of the operation.

8.2

8.3

8.4

8.5

8.6 For additional information and guidance on the use of refer to OPS-702-6, "Procedures - Human Sources - Case Management -

9. REVIEW

9.1

Reviews

9.2 For additional information and guidance on reviews, refer to OPS-702-7, "Procedures - Human Sources - Case Management - Review

New publication

9.3

9.4 required by the Region, the HQ Branch or HSOS. Refer to section 3 of OPS-702-7, "Procedures - Human Sources - Case Management - Review

9.5

9.6

9.7 For additional information and guidance on refer to section 4 of OPS-702-7, "Procedures - Human Sources - Case Management - Review and OPS-806, Human Sources".

9.8 For additional information and guidance on refer to section 5 of OPS-702-7, "Procedures - Human Sources - Case Management - Review in CSIS Operations".

10. INACTIVATION

10.1

10.2

10.3

10.4 Any payment must be done in accordance with OPS-707, "Human Sources - Compensation". For additional information and guidance on the refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

New publication

Disclosure of Assistance

10.5 The Service protects the identity of a human source in perpetuity. However, after a 125-year retention period, the inactive file can be transferred to National Archives. As a result, an inactive human source's file could be accessed under the provisions of the *Access to Information Act* for historical research purposes.

10.6 All access requests to closed information transferred to the National Archives by the Service will entail mandatory consultation with the Service. The Service reserves the right to exempt or place a moratorium on any file containing information whose disclosure could cause harm to individuals or threaten national security. Refer to section 9 of OPS-702-1, "Procedures - Human Sources - Case Management".

11.

11.1

Refer to section 10 of OPS-702-1, "Procedures - Human Sources - Case Management".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-1 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the recruitment and management of a human source

2. PROCESS

2.1

2.2

2.3

2.4

2.5

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.6

Corroboration of Reported Information

2.7 An employee can corroborate a human source's reporting by either confirming and/or substantiating the information

2.8 Notwithstanding a human source's and reporting history an employee qualifies the reported information as to its accuracy as part of the human source process.

2.9

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting History

2.10

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.11

For additional information and guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management

2.12

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.13

For additional information and guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.14

2.15

For additional information and guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

2.16

For additional information and guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. RECRUITMENT APPROACH

3.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach

Approval Authorities

3.2 the approval authorities identified in OPS-703-1, "Procedures - Human Sources - Special Provisions", the Regional Director General (RDG) approves a recruitment approach to an individual

3.3 When there is a potential that a recruitment approach may have adverse impact the Director will notify the Minister as per paragraph 2.2 of OPS-701, "Human Sources - Human Source Program".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.

4.1 should be familiar with the provisions of paragraph 6.3 of OPS-702, "Human Sources - Case Management" and section 6 of OPS-706, "Human Sources prior to seeking approval to provide to a human source.

3103(93/01)

Approval Authorities

5.

5.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to directing a human source to participate in activities

Approval Authorities

5.2 The RDG approves directing a human source to participate in activities

Reporting Requirements

5.3 which condition(s) of paragraph 6.5 of OPS-702, "Human Sources - Case Management" apply.

6.

6.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to seeking approval for an operation

Approval Authorities

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

7. SAFETY

7.1 A who believes that a human source's safety and/or security is at risk should advise his/her supervisor immediately

8.

8.1

8.2

Approval Authorities

8.3

9.

9.1 Employees should be familiar with the provisions of section 10 of OPS-702, "Human Sources - Case Management" and OPS-707, "Human Sources - Compensation" prior to conducting an

9.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

9.3 The can provide an payment during the Refer to OPS-707, "Human Sources - Compensation" for guidance on payments.

9.4

Disclosure of Assistance

9.5 HSOS employee should ask the human source whether he/she wishes his/her identity to be protected in perpetuity or accept that it may be revealed after the 125-year retention period.

9.6

Approval Authorities

9.7

9.8

Reporting Requirements

9.9

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

10.

10.1 should be familiar with the provisions of section 11 of OPS-702, "Human Sources - Case Management" and OPS-704, "Human Sources - Conduct prior to human source.

10.2 as outlined in section 3 of OPS-704, "Human Sources - Conduct

10.3

Approval Authorities

10.4

10.5

Reporting Requirements

10.6

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-703, "Human Sources - Special Provisions".

11. HUMAN SOURCE

11.1

Approval Authorities

11.2 The DG HSOS approves all human source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2013-01-08
OPS-702-1 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the recruitment and management of a human source

2. PROCESS

2.1

2.2

2.3

2.4

2.5

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.6

Corroboration of Reported Information

2.7 An employee can corroborate a human source's reporting by either confirming and/or substantiating the information

2.8 Notwithstanding a human source's and reporting history an employee qualifies the reported information as to its accuracy as part of the human source process.

2.9

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting History

2.10

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.11

For additional information and guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management

2.12

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.13

For additional information and guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.14

2.15

For additional information and guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

2.16

For additional information and guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. RECRUITMENT APPROACH

3.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach

Approval Authorities

3.2 the approval authorities identified in OPS-703-1, "Procedures - Human Sources - Special Provisions", the Regional Director General (RDG) approves a recruitment approach to an individual

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.3 When there is a potential that a recruitment approach may have adverse impact the Director will notify the Minister as per paragraph 2.2 of OPS-701, "Human Sources - Human Source Program".

4.

4.1 should be familiar with the provisions of paragraph 6.3 of OPS-702, "Human Sources - Case Management" and section 6 of OPS-706, "Human Sources prior to seeking approval to provide to a human source.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approval Authorities

5.

5.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to directing a human source to participate in activities

Approval Authorities

5.2 The RDG approves directing a human source to participate in activities

Reporting Requirements

5.3 which condition(s) of paragraph 6.5 of OPS-702, "Human Sources - Case Management" apply.

6.

6.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to seeking approval for an operation

Approval Authorities

7. SAFETY

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

7.1 A who believes that a human source's safety and/or security is at risk should advise his/her supervisor immediately

8.

8.1

8.2

Approval Authorities

8.3

9.

9.1 Employees should be familiar with the provisions of section 10 of OPS-702, "Human Sources - Case Management" and OPS-707, "Human Sources - Compensation" prior to conducting an

9.2

9.3 The can provide an payment during the Refer to OPS-707, "Human Sources - Compensation" for guidance on payments.

3103(93/01)

9.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Disclosure of Assistance

9.5 HSOS employee should ask the human source whether he/she wishes his/her identity to be protected in perpetuity or accept that it may be revealed after the 125-year retention period.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

9.6

Approval Authorities

9.7

9.8

Reporting Requirements

9.9

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
REVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

10.

10.1 should be familiar with the provisions of section 11 of OPS-702, "Human Sources - Case Management" and OPS-704, "Human Sources - Conduct prior to human source.

10.2

as outlined in section 3 of OPS-704, "Human Sources - Conduct

10.3

Approval Authorities

10.4

10.5

Reporting Requirements

10.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-703, "Human Sources - Special Provisions".

11. HUMAN SOURCE

11.1

Approval Authorities

11.2 The DG HSOS approves all human source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-1 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the recruitment and management of a human source

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. PROCESS

2.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.2

2.3

2.4

2.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

2.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Corroboration of Reported Information

2.7 An employee can corroborate a human source's reporting by either confirming and/or substantiating the information

2.8 Notwithstanding a human source's and reporting history an employee qualifies the reported information as to its accuracy as part of the human source process.

2.9

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting History

2.10

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.11

For additional information and guidance on the refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and for the refer to OPS-702-4, "Procedures - Human Sources - Case Management

2.12

2.13

For additional information and guidance on the refer to OPS-702-4, "Procedures - Human Sources - Case Management

2.14

2.15

For additional information and guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

For additional information and guidance on the human source refer to OPS-702-8, "Procedures - Human Sources - Case Management - Human Source

3. RECRUITMENT APPROACH -

3.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" and OPS-703, "Human Sources - Special Provisions" prior to making a recruitment approach

Approval Authorities

3.2 the approval authorities identified in OPS-703-1, "Procedures - Human Sources - Special Provisions", the Regional Director General (RDG) approves a recruitment approach to an individual

3.3 When there is a potential that a recruitment approach may have adverse impact the Director will notify the Minister as per paragraph 2.2 of OPS-701, "Human Sources - Human Source Program".

4.

4.1 should be familiar with the provisions of paragraph 6.3 of OPS-702, "Human Sources - Case Management" and section 6 of OPS-706, "Human Sources prior to seeking approval to provide to a human source.

Approval Authorities

4.2

5.

5.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to directing a human source to participate in activities

Approval Authorities

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.2 The RDG approves directing a human source to participate in activities

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements

which condition(s) of paragraph 6.5 of OPS-702, "Human Sources - Case Management" apply.

6.

6.1 should be familiar with the provisions of section 6 of OPS-702, "Human Sources - Case Management" prior to seeking approval for an operation

Approval Authorities

6.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

7. SAFETY

7.1 A who believes that a human source's safety and/or security is at risk should advise his/her supervisor immediately

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

8.

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

8.1

8.2

Approval Authorities

8.3

9.

9.1 Employees should be familiar with the provisions of section 10 of OPS-702, "Human Sources - Case Management" and OPS-707, "Human Sources - Compensation" prior to conducting an

9.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

9.3 The can provide an payment during the Refer to OPS-707, "Human Sources - Compensation" for guidance on payments.

9.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Disclosure of Assistance

9.5 HSOS employee should ask the human source whether he/she wishes his/her identity to be protected in perpetuity or accept that it may be revealed after the 125-year retention period.

9.6

Approval Authorities

9.7

9.8

Reporting Requirements

9.9

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

10.

10.1 should be familiar with the provisions of section 11 of OPS-702, "Human Sources - Case Management" and OPS-704, "Human Sources - Conduct prior to human source.

10.2

as outlined in section 3 of OPS-704, "Human Sources - Conduct

10.3

Approval Authorities

10.4

10.5

Reporting Requirements

10.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-703, "Human Sources - Special Provisions".

11. HUMAN SOURCE

11.1

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approval Authorities

11.2 The DG HSOS approves all human source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication
2011-04-01

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-2 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approving authorities and reporting requirements related to the human source.

2.

2.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" prior to

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PROCESS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. APPROVING AUTHORITIES

4.1

4.2 The RDG approves a of an individual who is either subject to the provisions of paragraphs 1.1 and 1.2 of OPS-703, "Human Sources - Special Provisions" or is involved with a Canadian Fundamental Institution as per the provisions of paragraph 3.1 of OPS-703, "Human Sources - Special Provisions".

5. REPORTING REQUIREMENTS

Request for Approval

5.1

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Report

5.2 The Report must contain the following information:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2012-07-03
OPS-702-2 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the human source.

Definitions

1.2 For definitions of specific terms used in procedures, refer to the "Policy Glossary".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

2.

2.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" prior to

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PROCESS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. APPROVAL AUTHORITIES

4.1

4.2 RDGs approve for individuals who are either subject to the provisions outlined in paragraph 1.1 or 1.2 of OPS-703 or are involved with a Canadian Fundamental Institution as outlined in paragraph 3.1 of OPS-703.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. REPORTING REQUIREMENTS

Request for Approval

5.1

Report

5.2 The Report must contain the following information:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-2 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the human source.

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2.

2.1 Employees should be familiar with the provisions of section 4 of OPS-702, "Human Sources - Case Management" prior to

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PROCESS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. APPROVAL AUTHORITIES

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. REPORTING REQUIREMENTS

Request for Approval

5.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Report

5.2 The Report must contain the following information:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION.

2013-01-08

OPS-702-3 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - SOURCE EVALUATION

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approving authorities and reporting requirements related to the Source Evaluation of a human source.

2. SOURCE EVALUATION

2.1 The is the initial step to all human source recruitment; therefore all human sources enter the Human Source Program via the

2.2 should be familiar with the provisions of section 5 of OPS-702, "Human Sources - Case Management" prior to

2.3 Prior to initiating a on a member of a Canadian Fundamental Institution (CFI), or a federal government employee, employees should review OPS-703, "Human Sources - Special Provisions".

3. PROCESS

3.1 as specified in OPS-702-2, "Procedures - Human Sources with the addition of directing (tasking) the human source, For additional information and guidance on

3.2

3.3

3.4

3.5

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.6

3.7

3.8

and level of corroboration of reporting as per the requirements of paragraph 6.1 of OPS-702-4, "Procedures - Human Sources - Case Management

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. APPROVING AUTHORITIES

4.1

For approving authorities related to the for individuals subject to special provisions, or if there is a potential for adverse impact please refer to OPS-703, "Human Sources - Special Provisions" or paragraph 3.2 of OPS-702-1, "Procedures - Human Sources - Case Management".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. REPORTING REQUIREMENTS

Request for Approval

5.1 The must contain the following information, if available:

special considerations to be given to the human source including involvement or association with any CFI. If the human source's activities may impact upon a CFI, appropriate authorities, must be requested, as per OPS-703, "Human Sources - Special Provisions".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including financial approvals and those related to OPS-703, "Human Sources - Special Provisions".

5.2 The should contain the following information, as applicable:

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

special considerations as per OPS-703, "Human Sources - Special Provisions" to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, the appropriate approval received

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including financial approvals and those related to OPS-703, "Human Sources - Special Provisions"

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2012-07-03
OPS-702-3 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - SOURCE EVALUATION

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the Source Evaluation of a human source.

Definitions

1.2 For definitions of specific terms used in procedures, refer to the "Policy Glossary".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

2. SOURCE EVALUATION

2.1 The is the initial step to all human source recruitment, therefore all human sources enter the Human Source Program via the

2.2 should be familiar with the provisions of section 5 of OPS-702, "Human Sources - Case Management" prior to

2.3 Prior to initiating a on a member of a Canadian Fundamental Institution (CFI), or a federal government employee, employees should review OPS-703, "Human Sources - Special Provisions".

3. PROCESS

3.1 as specified in OPS-702-2, "Procedures - Human Sources with the addition of directing (tasking) the human source. For additional information and guidance on

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. APPROVAL AUTHORITIES

4.1 For approval authorities related to the for individuals subject to special provisions, please refer to OPS-703-1 "Procedures - Human Sources - Special Provisions."

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. REPORTING REQUIREMENTS

Request for Approval

5.1 The must contain the following information, if available:

special considerations to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, appropriate authorities, must be requested, as per OPS-703, "Human Sources - Special Provisions").

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including financial approvals and those related to OPS-703, "Human Sources - Special Provisions".

5.2 The should contain the following information, as applicable:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

special considerations as per OPS-703, "Human Sources - Special Provisions" to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, the appropriate approval received

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including financial approvals and those related to OPS-703, "Human Sources - Special Provisions"

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT. RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-3 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - SOURCE EVALUATION

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the Source Evaluation of a human source. The is the initial step to all human source recruitment, therefore all human sources enter the Human Source Program via the

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. SOURCE EVALUATION

2.1 should be familiar with the provisions of section 5 of OPS-702, "Human Sources - Case Management" prior to

2.2 Prior to initiating a on a member of a Canadian Fundamental Institution (CFI), or a federal government employee, employees should review OPS-703, "Human Sources - Special Provisions".

3. PROCESS

3.1 as specified in OPS-702-2, "Procedures - Human Sources with the addition of directing (tasking) the human source, For additional information and guidance on

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. APPROVAL AUTHORITIES

5. REPORTING REQUIREMENTS

Request for Approval

5.1 The must contain the following information, if available:

special considerations to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, appropriate authorities, must be requested, as per OPS-703, "Human Sources - Special Provisions").

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including financial approvals and those related to OPS-703, "Human Sources - Special Provisions".

5.2 The should contain the following information, as applicable:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

special considerations as per OPS-703, "Human Sources - Special Provisions" to be given to the human source including involvement or association with any CFI. (If the human source's activities may impact upon a CFI, the appropriate approval received

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including financial approvals and those related to OPS-703, "Human Sources - Special Provisions"

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-4 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2.

Process

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. CONTACT

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. HUMAN SOURCE

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.1 The must include the following information in a Human Source

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

special considerations to be given to the human source including involvement or association with any Canadian Fundamental Institution (CFI). (If the human source's activities may impact upon a CFI, the appropriate approval received must be quoted, as per OPS-703, "Human Sources - Special Provisions")

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including file transfer, financial approvals and those related to OPS-703, "Human Sources - Special Provisions"

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. HUMAN SOURCE

5.1 The must include the following information in a for a Human Source as applicable:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including file transfer, financial approvals and those related to OPS-703, "Human Sources - Special Provisions"

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2013-01-08
OPS-702-4 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

2.

Process

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. CONTACT

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. HUMAN SOURCE

4.1 The Source must include the following information in a Human

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

special considerations to be given to the human source including involvement or association with any Canadian Fundamental Institution (CFI). (If the human source's activities may impact upon a CFI, the appropriate approval received must be quoted, as per OPS-703, "Human Sources - Special Provisions")

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including file transfer, financial approvals and those related to OPS-703, "Human Sources - Special Provisions"

5. HUMAN SOURCE

5.1 The Source must include the following information in a for a Human as applicable:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including file transfer, financial approvals and those related to OPS-703, "Human Sources - Special Provisions"

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-4 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Policy Glossary".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2.

Process

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. CONTACT

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. HUMAN SOURCE

4.1 The Source must include the following information in a Human

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

special considerations to be given to the human source including involvement or association with any Canadian Fundamental Institution (CFI). (If the human source's activities may impact upon a CFI, the appropriate approval received must be quoted, as per OPS-703, "Human Sources - Special Provisions"):

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including file transfer, financial approvals and those related to OPS-703, "Human Sources - Special Provisions"

5. HUMAN SOURCE

5.1 The must include the following information in a for a Human Source as applicable:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

the approvals requested including file transfer, financial approvals and those related to OPS-703, "Human Sources - Special Provisions"

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-5 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

Definitions

1.2 For definitions of specific terms used in procedures, refer to the "Policy Glossary".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2.

Process

2.1

2.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.3

2.4

2.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements

2.6 The must include the following captions and information in the as applicable:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-5 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2.

Process

2.1

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.2

2.3

2.4

2.5

Reporting Requirements

2.6 The must include the following captions and information in the as applicable:

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2013-01-08

OPS-702-5 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the of a human source.

2.

Process

2.1

2.2

2.3

2.4

2.5

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements

2.6 The : must include the following captions and information in the as applicable:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-6 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the use of a human source.

Definitions

1.2 For definitions of specific terms used in procedures, refer to the "Policy Glossary".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PROCESS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. APPROVAL AUTHORITIES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

5. REPORTING REQUIREMENTS

Request for Approval

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2013-01-08

OPS-702-6 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the use of a human source.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PROCESS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. APPROVAL AUTHORITIES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. REPORTING REQUIREMENTS

Request for Approval

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-6 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the use of a human source.

Definitions

1.2 For definitions of specific terms used in procedures, refer to "OPS - Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PROCESS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. APPROVAL AUTHORITIES

5. REPORTING REQUIREMENTS

Request for Approval

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-7 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline of a human source.

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. REVIEWS

2.1 Employees should be familiar with the provisions of section 9 of OPS-702, "Human Sources - Case Management" prior to conducting a review.

3.

3.1 For additional information or guidance on Human Sources refer to OPS-806, Human Sources".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.2

review the human source's - Sources - Compensation";

as per OPS-707-1, "Procedures Human

4.

4.1

4.2

For additional information or guidance on Human Sources refer to OPS-806, Human Sources".

4.3

Approval Authorities

4.4

4.5

4.6

4.7

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.8

Reporting Requirements

4.9

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

particularly the policies outlined in OPS-702, "Human Sources - Case Management" and OPS-707, "Human Sources - Compensation".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Process

Approval Authorities

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2013-01-08
OPS-702-7 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT

1. INTRODUCTION

Scope

1.1 These procedures outline of a human source.

2. REVIEWS

2.1 Employees should be familiar with the provisions of section 9 of OPS-702, "Human Sources - Case Management" prior to conducting a review.

3.

3.1

For additional information or guidance on
Human Sources refer to OPS-806, Human Sources".

review the human source's as per OPS-707-1, "Procedures
Human - Sources - Compensation";

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.

4.1

4.2

For additional information or guidance on Human Sources refer to OPS-806, Human Sources".

4.3

Approval Authorities

4.4

4.5

4.6

4.7

4.8

Reporting Requirements

4.9

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

particularly the policies outlined in OPS-702, "Human Sources - Case Management" and OPS-707, "Human Sources - Compensation".

5.

5.1

Process

5.2

5.3

5.4

5.5

5.6

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approval Authorities

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-702-8 PROCEDURES - HUMAN SOURCES - CASE MANAGEMENT - HUMAN SOURCE

1. INTRODUCTION

Objective

1.1 The purpose of this procedure is to provide instructions for the creation of a human source

Scope

1.2 This procedure details human source and identifies the authorities responsible human source

Authorities and References

1.3 *Canadian Security Intelligence Service (CSIS) Act*

1.4

1.5

Temporary Authority

1.6 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.7 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.7.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. HUMAN SOURCE

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. RESPONSIBILITIES

3.1 All employees tasked with the production of a human source must ensure they do so by maintaining ongoing consultations

Headquarters Branch

3.2 The Headquarters Branch preparing the human source is responsible for:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Human Sources and Operations Security

3.3 The Human Sources and Operations Security is responsible for: appointed to work on a human source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Human Sources and Operations Security

3.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Director General, Human Sources and Operations Security

3.6 The Director General, Human Sources and Operations Security is responsible for:

4. MANAGEMENT REVIEW

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. HUMAN SOURCE

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

OPS-703 APPENDIX 1 APPROVING AUTHORITIES - RECRUITMENT APPROACH

Type of recruitment approach	Level of Approval
	Regional Director General (RDG)
	Director (DIR)
	RDG
	DIR
	DIR
	RDG
	DIR
	RDG
	DIR

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-703 HUMAN SOURCES - SPECIAL PROVISIONS

1. INTRODUCTION

Objective

1.1 The Service is committed to ensuring that special care is taken when dealing with members of Canadian Fundamental Institutions (CFI),

1.2 Special considerations are also required when a Service operation involves the recruitment of an individual

The objective of this policy is to provide direction for dealing with individuals requiring special consideration.

Scope

1.3 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management", describes the special provisions for the recruitment, use and remuneration of individuals, who by must be afforded special consideration.

1.4 This policy applies to all active human sources within the Service's human source inventory and every employee involved in human source operations.

Policy Centre

1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information" (2007 11 14)

New publication

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

DDO Directive - "Matrix: OPS Policies and Procedures, DG Delegated Authority" (2008 08 25)

DDO Directive - "Matrix: Director's Delegation of Authority" (2008 09 30)

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Minister

2.1 The Minister is responsible for waiving the requirement to consult with the Deputy Head or Minister of the responsible government department/agency related to use of human sources in government

New publication

Director

2.2 The Director is responsible for consulting with the Minister

2.3 The Director is responsible for reviewing and providing direction on the use of a directed human source when the Service's operational activity may be integral to the role and functions of a post-secondary institution.

2.4 The Director is responsible for consulting with the Deputy Head of the responsible government department/agency:

a) when a Canadian federal government employee is used as a directed human source

2.5

Director General, Human Sources and Operations Security

2.6 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

providing advice, direction and assistance to Headquarters (HQ) Branches and Regions with regards to individuals or human sources worthy of special consideration; and

briefing the appropriate Service Executives on all significant matters concerning human sources requiring special consideration.

Headquarters Directors General

2.7 Headquarters Directors General (HQ DG) are responsible for liaising as required, in relation to the Human Source Program and in support of human source operations which involve individuals requiring special consideration.

New publication

Regional Directors General

2.8 Regional Directors General (RDG) are responsible for providing advice, guidance and direction of human sources requiring special consideration.

3. CANADIAN FUNDAMENTAL INSTITUTIONS

3.1 Members of a CFI include:

members of post-secondary institutions;

Canadian federal government employees;

Recruitment

3.2 Special care is to be exercised in the recruitment of a human source and/or the involvement of a directed human source in operational activities which may impact, or appear to impact, on the integral role and functions of a CFI.

3.3 When considering whether a human source operation will have an impact on the integral role and functions of a CFI, a number of factors must be assessed.

the Service's investigative interests and the role and functions of the CFI.

New publication

3.4

3.5

For additional information on approval authorities and reporting requirements related to the recruitment and/or direction of a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

3.6

For additional information pertaining to remunerating a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

4. HUMAN SOURCES IN GOVERNMENT

4.1 Although the Canadian federal government is a CFI, additional considerations are required when dealing with a human source in government

4.2 Canadian federal government employees when utilized as human sources, must be encouraged to respect their employer's policies and regulations governing their conduct.

Recruitment

4.3 The same principles as identified in paragrahs 3.2 above apply when recruiting or directing a human source in government. For additional information and guidance on approval authorities and reporting requirements related to the recruitment and/or deployment of a human source in a government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Consultation Requirements

4.4

4.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

4.6 When there is a need to waive the requirement for consultation with the responsible government department/agency appropriate approvals are required. For additional information and guidance on waiver of consultation for human sources in government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

4.7 A human source in government Refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions" for approval authorities pertaining to remunerating a human source in government.

5.

5.1 Prior to initiating contact with employees should read section 4 of OPS-201, "Conduct of Operations - General".

Contact

5.2

5.3

For additional information and guidance on initiating contact refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provision".

Recruitment

5.4

the appropriate approvals must be obtained prior to making a recruitment approach.

5.5

For additional information and guidance on recruiting refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

5.6 For additional information and guidance on remunerating refer to section 5 of OPS-703-1, "Procedures -

New publication

Human Sources - Special Provisions".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

6.

6.1

For additional information and guidance on recruitment approaches to a refer to section 6 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

7.

7.1

7.2

. For additional information and guidance on making recruitment approaches refer to section 7 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

8.

8.1

For additional information and guidance on the recruitment of refer to section 8 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

New publication

2013-01-08
OPS-703 HUMAN SOURCES - SPECIAL PROVISIONS

1. INTRODUCTION

Objective

1.1 The Service is committed to ensuring that special care is taken when dealing with Canadian Fundamental Institutions (CFI),

1.2 Special considerations are also required when a Service operation involves the recruitment of an individual

The objective of this policy is to provide direction for dealing with individuals requiring special consideration.

Scope

1.3 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management", describes the special provisions for the recruitment, use and remuneration of individuals, who by must be afforded special consideration.

1.4 This policy applies to all active human sources within the Service's human source inventory and every employee involved in human source operations.

Policy Centre

1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Minister

2.1 The Minister is responsible for waiving the requirement to consult with the Deputy Head or Minister of the responsible government department/agency related to use of human sources in government

Director

2.2 The Director is responsible for consulting with the Minister

2.3 The Director is responsible for reviewing and providing direction on the use of a directed human source when the Service's operational activity may be integral to the role and functions of a post-secondary institution.

2.4 The Director is responsible for consulting with the Deputy Head of the responsible government department/agency:

when a Canadian federal government employee is used as a directed human source;

2.5

Director General, Human Sources and Operations Security

2.6 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

providing advice, direction and assistance to Headquarters (HQ) Branches and Regions with regards to individuals or human sources worthy of special consideration; and

briefing the appropriate Service Executives on all significant matters concerning human sources requiring special consideration.

Headquarters Directors General

2.7 Headquarters Directors General (HQ DG) are responsible for liaising as required, in relation to the Human Source Program and in support of human source operations which involve individuals requiring special consideration.

Regional Directors General

2.8 Regional Directors General (RDG) are responsible for providing advice, guidance and direction of human sources requiring special consideration.

3. CANADIAN FUNDAMENTAL INSTITUTIONS

3.1 Canadian Fundamental Institutions (CFI) includes post-secondary establishments. and Canadian federal government officials,

3.2 Special care is to be exercised in the recruitment of a human source or the involvement of a directed human source in operational activities which may impact, or appear to impact, on the integral role and functions of a CFI.

3.3

3.4

3.5

For additional information on approval authorities and reporting requirements related to the recruitment and/or direction of a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

3.6

For additional information pertaining to remunerating a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

4. HUMAN SOURCES IN GOVERNMENT

4.1 Although the Canadian federal government is a CFI, additional considerations are required when dealing with a human source in government

4.2 Canadian federal government employees when utilized as human sources, must be encouraged to respect their employer's policies and regulations governing their conduct.

Recruitment

4.3 The same principles as identified in paragraphs 3.2 above apply when recruiting or directing a human source in government. For additional information and guidance on approval authorities and reporting requirements related to the recruitment and/or deployment of a human source in a government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Consultation Requirements

4.4

4.5

4.6 When there is a need to waive the requirement for consultation with the responsible government department/agency , appropriate approvals are required. For additional information and guidance on waiver of consultation for human sources in government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

4.7 A human source in government Refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions" for approval authorities pertaining to remunerating a human source in government.

5.

5.1 Prior to initiating contact with employees should read section 4 of OPS-201, "Conduct of Operations - General".

Contact

5.2

5.3

For additional information and guidance on initiating contact with refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provision".

Recruitment

5.4 the appropriate approvals must be obtained prior to making a recruitment approach.

5.5 For additional information and guidance on recruiting , refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

5.6 For additional information and guidance on remunerating refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

6.

6.1 ; For additional information and guidance on recruitment approaches to a

refer to section 6 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

7.

For additional information and guidance on making recruitment approaches refer to section 7 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

8.

8.1

. For additional information and guidance on the recruitment of refer to section 8 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

OPS-703 HUMAN SOURCES - SPECIAL PROVISIONS

1. INTRODUCTION

Objective

1.1 The Service is committed to ensuring that special care is taken when dealing with Canadian Fundamental Institutions (CFI),

1.2 Special considerations are also required when a Service operation involves the recruitment of an individual

The objective of this policy is to provide direction for dealing with individuals requiring special consideration.

Scope

1.3 This policy, in conjunction with "Conduct of Operations" , OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management", describes the special provisions for the recruitment, use and remuneration of individuals, who by must be afforded special consideration.

1.4 This policy applies to all active human sources within the Service's human source inventory and every employee involved in human source operations.

Policy Centre

1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Ministerial Direction for Operations and Accountability (2015 07 15)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Minister

2.1 The Minister is responsible for waiving the requirement to consult with the Deputy Head or Minister of the responsible government department/agency related to use of human sources in government,

Director

2.2 The Director is responsible for consulting with the Minister

2.3 The Director is responsible for reviewing and providing direction on the use of a directed human source when the Service's operational activity may be integral to the role and functions of a post-secondary institution.

2.4 The Director is responsible for consulting with the Deputy Head of the responsible government department/agency:

when a Canadian federal government employee is used as a directed human source.

2.5

2.6

Director General, Human Sources and Operations Security

2.7 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

providing advice, direction and assistance to Headquarters (HQ) Branches and Regions with regards to individuals or human sources worthy of special consideration; and

briefing the appropriate Service Executives on all significant matters concerning human sources requiring special consideration.

2.8 the DG HSOS is responsible for waiving the requirement to consult with the Deputy Head of the responsible government department/agency when human sources in government

Headquarters Directors General

2.9 Headquarters Directors General (HQ DG) are responsible for liaising as required, in relation to the Human Source Program and in support of human source operations which involve individuals requiring special consideration.

Regional Directors General

2.10 Regional Directors General (RDG) are responsible for providing advice, guidance and direction of human sources requiring special consideration.

3. CANADIAN FUNDAMENTAL INSTITUTIONS

3.1 Canadian Fundamental Institutions (CFI) includes political, post-secondary establishments. and Canadian federal government officials

3.2 Special care is to be exercised in the recruitment of a human source or the involvement of a directed human source in operational activities which may impact, or appear to impact, on the integral role and functions of a CFI.

3.3

3.4

3.5

For additional information on approval authorities and reporting requirements related to the recruitment and/or direction of a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

3.6

For additional information pertaining to remunerating a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

4. HUMAN SOURCES IN GOVERNMENT

4.1 As a CFI, additional considerations are required when dealing with a human source in the Canadian federal government, regardless of their employment status.

4.2 When utilized as human sources, Canadian federal government employees must be encouraged to respect their employer's policies and regulations governing their conduct.

Recruitment

4.3 The same principles as identified in paragraphs 3.2 above apply when recruiting or directing a human source in government. For additional information and guidance on approval authorities and reporting requirements related to the recruitment and/or deployment of a human source in a government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Consultation Requirements

4.4

4.5

4.6

Waiving Consultation

4.7 When there is a need to waive the requirement for consultation with the responsible government department/agency

appropriate approvals are required. For additional information and guidance on waiver of consultation for human sources in government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

4.8 A human source in government

Refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions" for approval authorities pertaining to remuneration.

5.

5.1 Prior to initiating contact with employees should read section 5 of "Conduct of Operations".

Contact

5.2

5.3

For additional information and guidance on initiating contact with refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Recruitment

5.4

the appropriate approvals must be obtained prior to making a recruitment approach.

5.5

For additional information and guidance on recruiting refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

5.6

For additional information and guidance on remunerating refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

6.

6.1

For additional information and guidance on recruitment approaches to a refer to section 6 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

7.

For additional information and guidance on making recruitment approaches refer to section 7 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

8.

8.1

For additional information and guidance refer to section 8 of OPS-703-1, "Procedures - Human Sources - Special Provisions" on the recruitment of

OPS-703 HUMAN SOURCES - SPECIAL PROVISIONS

1. INTRODUCTION

Objective

1.1 The Service is committed to ensuring that special care is taken when dealing with Canadian Fundamental Institutions (CFI),

1.2 Special considerations are also required when a Service operation involves the recruitment of an individual

The objective of this policy is to provide direction for dealing with individuals requiring special consideration.

Scope

1.3 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management", describes the special provisions for the recruitment, use and remuneration of individuals, who by must be afforded special consideration.

1.4 This policy applies to all active human sources within the Service's human source inventory and every employee involved in human source operations.

Policy Centre

1.5 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Ministerial Direction for Operations (2008 10 29)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Minister

2.1 The Minister is responsible for waiving the requirement to consult with the Deputy Head or Minister of the responsible government department/agency related to use of human sources in government

Director

2.2 The Director is responsible for consulting with the Minister

2.3 The Director is responsible for reviewing and providing direction on the use of a directed human source when the Service's operational activity may be integral to the role and functions of a post-secondary institution.

2.4 The Director is responsible for consulting with the Deputy Head of the responsible government department/agency:

when a Canadian federal government employee is used as a directed human source.

2.5

Director General, Human Sources and Operations Security

2.6 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

providing advice, direction and assistance to Headquarters (HQ) Branches and Regions with regards to individuals or human sources worthy of special consideration; and

briefing the appropriate Service Executives on all significant matters concerning human sources requiring special consideration.

Headquarters Directors General

2.7 Headquarters Directors General (HQ DG) are responsible for liaising as required, in relation to the Human Source Program and in support of human source operations which involve individuals requiring special consideration.

Regional Directors General

2.8 Regional Directors General (RDG) are responsible for providing advice, guidance and direction of human sources requiring special consideration.

3. CANADIAN FUNDAMENTAL INSTITUTIONS

3.1 Canadian Fundamental Institutions (CFI) includes post-secondary establishments. and Canadian federal government officials,

3.2 Special care is to be exercised in the recruitment of a human source or the involvement of a directed human source in operational activities which may impact, or appear to impact, on the integral role and functions of a CFI.

3.3

3.4

3.5

For additional information on approval authorities and reporting requirements related to the recruitment and/or direction of a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

3.6

For additional information pertaining to remunerating a human source in a CFI, refer to section 3 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

4. HUMAN SOURCES IN GOVERNMENT

4.1 Although the Canadian federal government is a CFI, additional considerations are required when dealing with a human source in government

4.2 Canadian federal government employees when utilized as human sources, must be encouraged to respect their employer's policies and regulations governing their conduct.

Recruitment

4.3 The same principles as identified in paragraphs 3.2 above apply when recruiting or directing a human source in government. For additional information and guidance on approval authorities and reporting requirements related to the recruitment and/or deployment of a human source in a government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Consultation Requirements

4.4

4.5

4.6 When there is a need to waive the requirement for consultation with the responsible government department/agency appropriate approvals are required. For additional information and guidance on waiver of consultation for human sources in government, refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

4.7 A human source in government Refer to section 4 of OPS-703-1, "Procedures - Human Sources - Special Provisions" for approval authorities pertaining to remunerating a human source in government.

5.

5.1 Prior to initiating contact with employees should read section 4 of OPS-201, "Conduct of Operations - General".

Contact

5.2

5.3 For additional information and guidance on initiating contact with refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provision".

Recruitment

5.4 he appropriate approvals must be obtained prior to making a recruitment approach.

5.5 For additional information and guidance on recruiting refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

Remuneration

5.6 For additional information and guidance on remunerating refer to section 5 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

6.

6.1 For

additional information and guidance on recruitment approaches to a refer to section 6 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

7.

7.1

7.2

For additional information and guidance on making recruitment approaches refer to section 7 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

7.3

8.

8.1

For additional information and guidance on the recruitment of refer to section 8 of OPS-703-1, "Procedures - Human Sources - Special Provisions".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION.

2013-01-08
OPS-703-1 PROCEDURES - HUMAN SOURCES - SPECIAL PROVISIONS

1. INTRODUCTION

Scope

1.1 These procedures outline the approving authorities and reporting requirements related to the recruitment, use and/or remuneration of human sources requiring special consideration.

2. SPECIAL PROVISIONS - APPROVING AUTHORITIES

Government

2.1 The Director General (DG), Human Sources and Operations Security (HSOS), or the person designated for this purpose, approves the attempt to recruit,

2.2 The Regional Director General (RDG) approves the recruitment of a human source who is,

3. CANADIAN FUNDAMENTAL INSTITUTIONS

3.1 should be familiar with the provisions related to a Canadian Fundamental Institution (CFI) in section 3 of OPS-703, "Human Sources - Special Provisions" prior to recruiting or using a human source involved in a CFI.

Process

3.2 When a directed human source's operational activities on behalf of the Service involve a CFI,

3103(93/01)

3.3 is required to make an assessment as to whether the involvement of the directed human source on the behalf of the Service could impact, or appear to impact, on the integral role and functions of the CFI. should consider a number of factors in this assessment,

the Service's interests and the role and functions of the CFI.

3.4 must also consider if the operational use of the human source in relation to a CFI could cause adverse impact

Approving Authorities

3.5

3.6 the human source operation could impact or appear to impact the integral role and functions of the CFI, to seek the required approvals.

3.7

3.8 The DG HSOS, or designate, may approve the use of a directed human source whose activities impact on the integral role and functions of a CFI,

3.9 The Director approves the use of a directed human source when the Service's operational activities may be integral to the role and functions of a post-secondary institution

3.10

Reporting

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

3.11 To recruit a human source whose involvement in a CFI is related to operational activities on behalf of the Service,

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

3.12

3.13

3.14 Any remuneration or provision to a human source should be in accordance with and OPS-707, "Human Sources - Compensation".

4. HUMAN SOURCE IN GOVERNMENT

4.1 Prior to recruiting a human source who is employed by the GoC, should be familiar with the provisions of section 4 of OPS-703, "Human Sources - Special Provisions".

Process

4.2 The process for seeking approval to recruit or direct a human source in government is identical to the process for recruiting or directing a human source involved in a CFI, as specified in paragraphs 3.2 to above.

Approving Authorities

4.3 The approving authorities to recruit or use a human source in government are identical to those specified in paragraphs 3.8 through above.

4.4 The DG HSOS, or designate, approves the remuneration or provision to a human source in government

4.5

4.6

Reporting Requirements

4.7

Consultation Requirements

4.8 In addition to the required CFI approval, the Service must seek Deputy Head level consultation with the appropriate government department when the Service uses Canadian federal government employees as directed human sources when either of the conditions identified in paragraph 4.5 of OPS-703, "Human Sources - Special Provisions" apply.

4.9 when there is a need to waive the requirement for consultation due to the human source or operation,

Waiver of Consultation - Approving Authority

4.10 The Minister approves a request to waive the requirement to consult with the Deputy Head of the responsible government department/agency.

Waiver of Consultation - Reporting Requirements

4.11

5.

3103(93/01)

5.1 Prior to initiating contact with should be familiar with the provisions of section 4 of OPS-201, "Conduct of Operations - General" and section 5 of OPS-703, "Human Sources - Special Provisions".

5.2

5.3

5.4 Once the appropriate approvals have been obtained for the recruitment of conducts the management of the human source in accordance with OPS-702, "Human Sources - Case Management".

5.5 Any remuneration or provision to a human source should be in accordance with OPS-707, "Human Sources - Compensation".

Approving Authorities

5.6

5.7

5.8

Reporting Requirements

5.9 Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

6.

6.1 Prior to initiating contact with or recruiting should be familiar with the provisions of section 6 of OPS-703, "Human Sources - Special Provisions".

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approving Authorities

6.2

7.

7.1 should be familiar with the provisions of section 7 of OPS-703, "Human Sources - Special Provisions" prior to recruiting

Approving Authorities

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

8.

8.1 should be familiar with the provisions of section 8 of OPS-703, "Human Sources - Special Provisions" prior to recruiting

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-703-1 PROCEDURES - HUMAN SOURCES - SPECIAL PROVISIONS

1. INTRODUCTION

Scope

1.1 These procedures outline the approving authorities and reporting requirements related to the recruitment, use and/or remuneration of human sources requiring special consideration.

2. SPECIAL PROVISIONS - APPROVING AUTHORITIES

Government

2.1 The Director General (DG), Human Sources and Operations Security (HSOS), or the person designated for this purpose, approves the attempt to recruit,

2.2 The Regional Director General (RDG) approves the recruitment of a human source who is,

3. CANADIAN FUNDAMENTAL INSTITUTIONS

3.1 should be familiar with the provisions related to a Canadian Fundamental Institution (CFI) in section 3 of OPS-703, "Human Sources - Special Provisions" prior to recruiting or using a human source involved in a CFI.

Process

3.2 When a directed human source's operational activities on behalf of the Service involve a CFI,

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.3 is required to make an assessment as to whether the involvement of the directed human source on the behalf of the Service could impact, or appear to impact, on the integral role and functions of the CFI. should consider a number of factors in this assessment,

the Service's interests and the role and functions of the CFI.

3.4 must also consider if the operational use of the human source in relation to a CFI could cause adverse impact

Approving Authorities

3.5

3.6 the human source operation could impact or appear to impact the integral role and functions of the CFI, to seek the required approvals.

3.7

3.8 The DG HSOS, or designate, may approve the use of a directed human source whose activities impact on the integral role and functions of a CFI,

3.9 The Director approves the use of a directed human source when the Service's operational activities may be integral to the role and functions of a post-secondary institution

3.10

Reporting

3.11 To recruit a human source whose involvement in a CFI is related to operational activities on behalf of the Service,

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting

3.11 To recruit a human source whose involvement in a CFI is related to operational activities on behalf of the Service,

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

3.12

3.13

3.14 Any remuneration or provision to a human source should be in accordance with (CSIS Procedures) and OPS-707, "Human Sources - Compensation".

4. HUMAN SOURCE IN GOVERNMENT

4.1 Prior to recruiting a human source employed by the Canadian federal government regardless of their employment status, should be familiar with the provisions of section 4 of OPS-703, "Human Sources - Special Provisions".

Process

4.2 The process for seeking approval to recruit or direct a human source in government is identical to the process for recruiting or directing a human source involved in a CFI, as specified in paragraphs 3.2 to above.

Approving Authorities

4.3 The approving authorities to recruit or use a human source in government are identical to those specified in paragraphs 3.8 through above.

4.4 The DG HSOS, or designate, approves the remuneration or provision to a human source in government

4.5

4.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Consultation Requirements

4.8 In addition to the required CFI approval, the Service must seek Deputy Head level consultation with the appropriate government department when the Service uses Canadian federal government employees as directed human sources when either of the conditions identified in paragraph 4.5 of OPS-703, "Human Sources - Special Provisions" apply.

4.9 when there is a need to waive the requirement for consultation due to the human source or operation,

Waiver of Consultation - Approving Authority

4.10 The Minister approves a request to waive the requirement to consult with the Deputy Head of the responsible government department/agency.

Waiver of Consultation - Reporting Requirements

4.11

.

5.

5.1 Prior to initiating contact with should be familiar with the provisions of section 4 of OPS-201, "Conduct of Operations - General" and section 5 of OPS-703, "Human Sources - Special Provisions".

3103(93/01)

5.2

5.3

5.4 Once the appropriate approvals have been obtained for the recruitment conducts the management of the human source in accordance with OPS-702, "Human Sources - Case Management".

5.5 Any remuneration or provision to a human source should be in accordance with and OPS-707, "Human Sources - Compensation".

Approving Authorities

5.6

5.7

5.8

Reporting Requirements

5.9

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

6.

6.1 Prior to initiating contact with or recruiting a should be familiar with the provisions of section 6 of OPS-703, "Human Sources - Special Provisions".

6.2

6.3 OPS-703 Appendix 1, "Approving Authorities for Recruitment Approaches offers a quick reference guide to the approving authorities.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approving Authority - Regional Director General

6.4

Approving Authority

6.5

Approving Authority - Director

6.6

6.7

7.

7.1 Prior to initiating contact with or recruiting should be familiar with the provisions of section 7 of OPS-703, "Human Sources - Special Provisions".

7.2

7.3 OPS-703 Appendix 1, "Approving Authorities for Recruitment Approaches offers a quick reference guide to the approving authorities.

Approving Authority - Regional Director General

7.4

Approving Authority

7.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approving Authority - Director

7.6

8.

8.1 should be familiar with the provisions of section 8 of OPS-703, "Human Sources - Special Provisions" prior to recruiting

8.2

8.3

Approving Authorities

8.4 A for the recruitment of a is sent to the appropriate approving authority (see section 4 of OPS-702-3, "Procedures - Human Sources - Case Management - Source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Evaluation

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-703-1 PROCEDURES - HUMAN SOURCES - SPECIAL PROVISIONS

1. INTRODUCTION

Scope

1.1 These procedures outline the approving authorities and reporting requirements related to the recruitment, use and/or remuneration of human sources requiring special consideration.

2. SPECIAL PROVISIONS - APPROVING AUTHORITIES

Government

2.1 The Director General (DG), Human Sources and Operations Security (HSOS), or the person designated for this purpose, approves the attempt to recruit,

2.2 The Regional Director General (RDG) approves the recruitment of a human source who is,

3. CANADIAN FUNDAMENTAL INSTITUTIONS

3.1 should be familiar with the provisions related to a Canadian Fundamental Institution (CFI) in section 3 of OPS-703, "Human Sources - Special Provisions" prior to recruiting or using a human source involved in a CFI.

Process

3.2 When a directed human source's operational activities on behalf of the Service involve a CFI,

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

3.3 is required to make an assessment as to whether the involvement of the directed human source on the behalf of the Service could impact, or appear to impact, on the integral role and functions of the CFI. should consider a number of factors in this assessment,

the Service's interests and the role and functions of the CFI.

3.4 must also consider if the operational use of the human source in relation to a CFI could cause adverse impact

Approving Authorities

3.5

3.6 the human source operation could impact or appear to impact the integral role and functions of the CFI, to seek the required approvals.

3.7

3.8 The DG HSOS, or designate, may approve the use of a directed human source whose activities impact on the integral role and functions of a CFI,

3.9 The Director approves the use of a directed human source when the Service's operational activities may be integral to the role and functions of a post-secondary institution

3.10

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

Reporting

3.11 To recruit a human source whose involvement in a CFI is related to operational activities on behalf of the Service,

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

3.12

3.13

3.14 Any remuneration or provision to a human source should be in accordance with (CSIS Procedures) and OPS-707, "Human Sources - Compensation".

4. HUMAN SOURCE IN GOVERNMENT

4.1 Prior to recruiting a human source employed by the Canadian federal government regardless of their employment status, should be familiar with the provisions of section 4 of OPS-703, "Human Sources - Special Provisions".

Process

4.2 The process for seeking approval to recruit or direct a human source in government is identical to the process for recruiting or directing a human source involved in a CFI, as specified in paragraphs 3.2 to above.

Approving Authorities

4.3 The approving authorities to recruit or use a human source in government are identical to those specified in paragraphs 3.8 through above.

4.4 The DG HSOS, or designate, approves the remuneration or provision to a human source in government

4.5

4.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements

4.7

Consultation Requirements

4.8 In addition to the required CFI approval, the Director must consult with the Deputy Head of the responsible government department/agency when the Service uses Canadian federal government employees, as directed human sources, when either of the conditions identified in paragraph OPS-703, "Human Sources - Special Provisions" apply.

4.9

4.10

Waiver of Consultation

4.11 when there is a need to waive the requirement for consultation due to the human source or operation or other relevant factors

Waiver of Consultation - Approving Authority

4.12 The Minister approves a request to waive the requirement to consult with the Deputy Head of the responsible government department/agency for human sources in government

4.13 DG HSOS approves the request to waive the requirement to consult with the Deputy Head of the responsible government department/agency for human sources in government

Waiver of Consultation - Reporting Requirements

4.14

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1 Prior to initiating contact with should be familiar with the provisions of section 5 of "Conduct of Operations " and section 5 of OPS-703, "Human Sources - Special Provisions".

5.2

5.3

5.4 Once the appropriate approvals have been obtained for the recruitment of conducts the management of the human source in accordance with OPS-702, "Human Sources - Case Management".

5.5 Any remuneration or provision to a human source should be in accordance with (CSIS Procedures) and OPS-707, "Human Sources - Compensation".

Approving Authorities

5.6

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.7

5.8

Reporting Requirements

5.9

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

6.

6.1 Prior to initiating contact with or recruiting a should be familiar with the provisions of section 6 of OPS-703, "Human Sources - Special Provisions".

6.2

6.3 OPS-703 Appendix 1, "Approving Authorities for Recruitment Approaches offers a quick reference guide to the approving authorities.

Approving Authority - Regional Director General

6.4

Approving Authority

6.5

Approving Authority - Director

6.6

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

7.

7.1 Prior to initiating contact with or recruiting should be familiar with the provisions of section 7 of OPS-703, "Human Sources - Special Provisions".

7.2

7.3 OPS-703 Appendix 1, "Approving Authorities for Recruitment Approaches offers a quick reference guide to the approving authorities.

Approving Authority - Regional Director General

7.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approving Authority

7.5

Approving Authority - Director

7.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

8.

8.1 should be familiar with the provisions of section 8 of OPS-703, "Human Sources - Special Provisions" prior to recruiting

8.2

8.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approving Authorities

8.4 A for the recruitment of a is sent to the appropriate approving authority (see section 4 of OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-703-1 PROCEDURES - HUMAN SOURCES - SPECIAL PROVISIONS

1. INTRODUCTION

Scope

1.1 These procedures outline the approval authorities and reporting requirements related to the recruitment approach, recruitment, use and/or remuneration of human sources requiring special consideration.

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. SPECIAL PROVISIONS - APPROVAL AUTHORITIES

Government

2.1 The Director General, Human Sources and Operations Security (DG HSOS), or designate, approves the attempt to recruit,

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.2 The Regional Director General (RDG) approves the recruitment of a human source who is,

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. CANADIAN FUNDAMENTAL INSTITUTIONS

3.1 should be familiar with the provisions related to a Canadian Fundamental Institution (CFI) in section 3 of OPS-703, "Human Sources - Special Provisions" prior to recruiting or using a human source involved in a CFI.

Process

3.2 Prior to seeking further approvals, must determine whether the recruitment or use of a human source involved in a CFI may be integral to the role and functions of the CFI as identified in paragraphs 3.3 to of OPS-703, "Human Sources - Special Provisions".

3.3

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

3.4

3.5

3.6 Once the appropriate approvals have been obtained for the recruitment or use of a human source involved in a CFI, the should proceed with the recruitment, and management of the human source in accordance with OPS-702, "Human Sources - Case Management".

3.7 Any remuneration or provision to a human source should be in accordance with OPS-707, "Human Sources - Compensation".

Approval Authorities

3.8

3.9 The RDG approves the use of a directed human source where the activities of the human source have no impact on the integral role and functions of the CFI and where there is no adverse impact on

New publication

3103(93/01)

3.10 The DG HSOS, or designate, may approve the use of a directed human source whose activities may impact on the integral role and functions of a CFI,

3.11 The Director approves the use of a directed human source when the Service's operational activities may be integral to the role and functions of a post-secondary institution

3.12

Request for Approval

3.13

New publication

3103(93/01)

3.14 should be familiar with the provisions of OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

New publication

3103(93/01)

4. HUMAN SOURCE IN GOVERNMENT

4.1 Prior to recruiting a human source who is employed by the GoC, should be familiar with the provisions of section 4 of OPS-703, "Human Sources - Special Provisions".

Process

4.2 The process for seeking approval to recruit or direct a human source in government is identical to the process for recruiting or directing a human source involved in a CFI, as specified in paragraphs 3.2 above.

Approval Authorities

4.3 The approval authorities to recruit or use a human source in government are identical to those specified in paragraphs 3.8 through above.

4.4 The DG HSOS, or designate, approves the remuneration or provision to a human source in government

4.5

4.6

Reporting Requirements

4.7

Consultation Requirements

4.8 In addition to the required CFI approval, the Service must seek Deputy Head level consultation with the appropriate government department when the Service uses Canadian federal government employees as directed human sources when either of the conditions identified in paragraph 4.5 of OPS-703, "Human Sources - Special Provisions" apply.

4.9

Waiver of Consultation - Approval Authority

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.10 The Minister approves a request to waive the requirement to consult with the Deputy Head of the responsible government department/agency.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

Waiver of Consultation - Reporting Requirements

4.11

5.

5.1 Prior to initiating contact with should be familiar with the provisions of section 4 of OPS-201, "Conduct of Operations - General"and section 5 of OPS-703, "Human Sources - Special Provisions".

5.2

5.3

5.4 Once the appropriate approvals have been obtained for the recruitment of conducts the management of the human source in accordance with OPS-702, "Human Sources - Case Management".

5.5 Any remuneration or provision to a human source should be in accordance with OPS-707, "Human Sources - Compensation".

New publication

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approval Authorities

5.6

5.7

5.8

Reporting Requirements

5.9 Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

6.

6.1 Prior to initiating contact with or recruiting should be familiar with the provisions of section 6 of OPS-703, "Human Sources - Special Provisions".

Approval Authorities

6.2

6.3

7.

7.1 should be familiar with the provisions of section 7 of OPS-703, "Human Sources - Special Provisions" prior to recruiting an

Approval Authorities

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

8.

8.1 should be familiar with the provisions of section 8 of OPS-703, "Human Sources - Special Provisions" prior to recruiting

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

OPS-704 HUMAN SOURCES - CONDUCT

1. INTRODUCTION

Objective

1.1 One of the principles of the Human Source Program is that the conduct of human sources reflects on the Service and the Government of Canada (GoC). The Service is committed to ensuring that human sources conduct themselves in a manner that respects Canadian laws, Service policies and the rights of others. The objective of this policy is to provide employees with direction on the conduct of all human sources who carry out tasks on behalf of the Service.

Scope

1.2 This policy, in conjunction with OPS-201, "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management", outlines the principles and standards pertaining to the expectations and limitations related to human sources' conduct

1.3 This policy applies to all active human sources within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

1.4 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.5 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Criminal Code of Canada (*CCC*)

Ministerial Direction for Operations (2008 10 29)

Ministerial Direction on Information Sharing with Foreign Agencies (2009 05 14)

DDO Directive - "Disclosure of Service Information" (2007 11 14)

New publication

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

Definitions

1.6 For definitions of specific terms used in this policy, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.7 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.8 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.8.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the GoC overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Director

2.1 The Director is responsible for the overall management of matters pertaining to the conduct of a human source.

2.2

2.3

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

Director General, Human Sources and Operations Security

2.4 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for:

briefing the appropriate Service Executives and Headquarters Directors General (HQ DG) on all significant matters concerning the conduct of a human source

providing advice, direction and support to Headquarters (HQ) Branches and Regions pertaining to the conduct of a human source, including situations that do not have a significant adverse impact

Regional Directors General

2.5 Regional Directors General (RDG) are responsible for briefing the DG HSOS on all matters concerning the conduct of a human source.

2.6 RDGs are responsible for managing all contacts with a human source.

3. CONDUCT

3.1 In pursuit of the Service's activities, a human source will carry out his/her tasks on behalf of the Service and will conduct himself/herself in a manner which does not have adverse impact.

3.2 In addition to 3.1 above, a directed human source to not conduct such as:

New publication

acting in a manner that may result in damage to the Service's reputation

For additional information on conduct, refer to section 2 of OPS-704-1, "Procedures - Human Sources - Conduct

4.

4.1 A human source must activities which may have adverse impact as identified in paragraph 2.2 of OPS-701, "Human Sources - Human Source Program".

4.2

Refer to section 3 of OPS-704-1, "Procedures - Human Sources - Conduct

Assessment

4.3

For additional information or guidance on refer to section 3 of OPS-704-1, "Procedures - Human Sources - Conduct

5.

5.1

For additional information and guidance on the refer to section 4 of OPS-704-1, "Procedures - Human Sources - Conduct

New publication

6.

6.1

For additional information and guidance on the human source refer to section 5 of OPS-704-1, "Procedures - Human Sources - Conduct and refer to section 11 of OPS-702, "Human Sources - Case Management".

7.

Contact

7.1

Contact

7.2

For additional information and guidance on contact, refer to section 6 of OPS-704-1, "Procedures - Human Sources - Conduct

Human Sources

7.3

For additional information and guidance on human source, refer to section 7 of OPS-704-1, "Procedures - Human Sources - Conduct

7.4

7.5

Canadian Security Intelligence Service Act

7.6

New publication

7.7

7.8

For additional information and guidance on refer to section 8 of OPS-704-1, "Human Sources - Conduct

8.

8.1

For additional information and guidance on refer to section 9 of OPS-704-1, "Procedures - Human Sources - Conduct

2013-01-08
OPS-704-1 PROCEDURES - HUMAN SOURCES - CONDUCT

1. INTRODUCTION

Scope

1.1 These procedures outline the approval authorities and reporting requirements related to the conduct of human sources

2. CONDUCT

2.1 inform all human sources of the expectations for their conduct in pursuit of the Service's activities.

2.2 instruct all directed human sources activities or conduct as identified in section 3 of OPS-704, "Human Sources - Conduct

Reporting Requirements

2.3

Refer to OPS-702-5, "Procedures - Human Sources - Case Management

3.

3.1 should be familiar with the provisions of section 4 of OPS-704, "Human Sources - Conduct regarding human source

3.2 instructs a directed human source conduct as specified in section 3 of OPS-704, "Human Sources - Conduct

Process

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2013-01-08
OPS-704-1 PROCEDURES - HUMAN SOURCES - CONDUCT

1. INTRODUCTION

Scope

1.1 These procedures outline the approval authorities and reporting requirements related to the conduct of human sources

2. CONDUCT

2.1 inform all human sources of the expectations for their conduct in pursuit of the Service's activities.

2.2 instruct all directed human sources activities or conduct as identified in section 3 of OPS-704, "Human Sources - Conduct

Reporting Requirements

2.3

Refer to OPS-702-5, "Procedures - Human Sources - Case Management

3.

3.1 should be familiar with the provisions of section 4 of OPS-704, "Human Sources - Conduct regarding human source

3.2 instructs a directed human source conduct as specified in section 3 of OPS-704, "Human Sources - Conduct

Process

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

A summary will be included in the Director's Annual Report to the Minister.

4.

3103(93/01)

4.1 should be familiar with the provisions of section 5 of OPS-704, "Human Sources - Conduct" regarding the

4.2

4.3

Process

4.4

4.5

4.6

Approval Authorities

4.7

4.8

4.9

Reporting Requirements

4.10

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

5.1 should be familiar with the provisions of section 6 of OPS-704, "Human Sources - Conduct regarding the

Process

5.2

5.3

5.4

Approval Authorities

5.5

5.6

5.7

5.8

Reporting Requirements

5.9

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

6. CONTACT

6.1 should be familiar with the provisions of OPS-704, "Human Sources - Conduct regarding contact.

Approval Authorities

6.2

Reporting Requirements

6.3

6.4

7. HUMAN SOURCES

7.1 Employees should be familiar with the provisions of OPS-704, "Human Sources - Conduct regarding human sources.

Process

7.2 Refer to OPS-702-5, "Procedures - Human Sources - Case Management

7.3

7.4

Approval Authorities

7.5 The DG HSOS, or designate, approves the

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements

7.6

8.

8.1 should be familiar with the provisions of OPS-704, "Human Sources - Conduct

Reporting Requirements

8.2

Refer to OPS-702-5, "Procedures - Human Sources - Case Management

9.

9.1 should be familiar with the provisions of OPS-704, "Human Sources - Conduct regarding

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-704-1 PROCEDURES - HUMAN SOURCES - CONDUCT

1. INTRODUCTION

Scope

1.1 These procedures outline the approval authorities and reporting requirements related to the conduct of human sources.

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. CONDUCT

2.1 must inform all human sources of the expectations for their conduct in pursuit of the Service's activities.

2.2 must instruct all directed human sources conduct as identified in section 3 of OPS-704, "Human Sources - Conduct

Reporting Requirements

2.3 Refer to OPS-702-5, "Procedures - Human Sources - Case Management

New publication

3103(93/01)

3.

3.1 should be familiar with the provisions of section 4 of OPS-704, "Human Sources - Conduct regarding human source

3.2 instructs a directed human source conduct as specified in section 3 of OPS-704, "Human Sources - Conduct

Process

3.3

3.4

3.5

3.6

3.7

3.8

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.9

3.10

Reporting Requirements

3.11

3.12

A summary will be included in the Director's Annual Report to the Minister.

4.

4.1 should be familiar with the provisions of section 5 of OPS-704, "Human Sources - Conduct regarding

4.2

4.3

Process

4.4

4.5

4.6

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approval Authorities

4.7

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.8

4.9

Reporting Requirements

4.10

5.

5.1 should be familiar with the provisions of section 6 of OPS-704, "Human Sources - Conduct ; regarding the

Process

5.2

5.3

5.4

Approval Authorities

5.5

5.6

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.7

5.8

Reporting Requirements

5.9

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

6. CONTACT

6.1 should be familiar with the provisions of OPS-704, "Human Sources - Conduct" regarding contact.

Approval Authorities

Reporting Requirements

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

7. HUMAN SOURCES

7.1 Employees should be familiar with the provisions of OPS-704, "Human Sources - Conduct regarding human sources.

Process

7.2 Refer to OPS-702-5, "Procedures - Human Sources - Case Management -

7.3

7.4

Approval Authorities

7.5 The DG HSOS, or designate, approves the

Reporting Requirements

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

8.

8.1 should be familiar with the provisions of OPS-704, "Human Sources - Conduct regarding

Reporting Requirements

8.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

8.2.1 Refer to OPS-702-5, "Procedures - Human Sources - Case Management

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

9.

9.1	Conduct	should be familiar with the provisions of regarding	OPS-704, "Human Sources -

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-705 HUMAN SOURCES

1. INTRODUCTION

Objective

1.1 The Service is committed to ensuring, to the greatest extent possible, the safety and security of human sources
The objective of this policy is to provide with direction regarding human source

Scope

1.2 This policy, in conjunction with OPS-701, "Human Sources - Human Source Program" and OPS-702, "Human Sources - Case Management" and OPS-806, Human Sources", outlines the principles and standards pertaining to the of human sources.

1.3 This policy applies to all active human sources within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

1.4 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.5 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Ministerial Direction for Operations (2008 10 29)

Ministerial Direction on Information Sharing with Foreign Agencies (2009 05 14)

DDO Directive - "Disclosure of Service Information" (2007 11 14)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

New publication

Definitions

1.6 For definitions of specific terms used in this policy, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.7 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.8 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.8.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

2.1

Director General, Human Sources and Operations Security

2.2 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for briefing the appropriate Service Executives, Headquarters Directors General (HQ DG) and Regional Directors General (RDG) on all significant matters concerning the of a human source.

2.3 The DG HSOS, in consultation with the responsible RDG and Headquarters (HQ) Branch, is responsible for overseeing Service initiated human source

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Headquarters Directors General

2.4 HQ DGs are jointly responsible with RDGs for managing and providing support to a human source

Regional Directors General

2.5 RDGs are responsible for managing human source

2.6 RDGs are jointly responsible with HQ DGs for managing and providing support to a human source

3. HUMAN SOURCE

Human Source

3.1

For additional information and guidance on human source refer to sections 2 and 3 of OPS-705-1, "Procedures - Human Sources"

3.2

3.3

Human Source

3.4

For additional information and guidance on human source refer to section 4 of OPS-705-1, "Procedures - Human Sources"

4.

Human Source

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.1

4.2 will be assessed in accordance with section 5 of OPS-705-1, "Procedures - Human Sources

4.3 will be done in accordance with section 5 of OPS-705-1, "Procedures - Human Sources

4.4

4.5 For additional information and guidance on a refer to section 6 of OPS-705-1, "Procedures - Human Sources

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2013-01-08
OPS-705-1 PROCEDURES - HUMAN SOURCES

1. INTRODUCTION

Scope

1.1 These procedures outline the approval authorities and reporting requirements related to the of human sources.

2. HUMAN SOURCE

2.1 Employees should be familiar with the provisions of section 3 of OPS-705, "Human Sources regarding human source

Process

2.2

2.3

2.4

2.5

2.6

2.7

Approval Authorities

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.8

2.9

Reporting Requirements

2.10 The request to human source to conduct operational should contain the following information, in addition to addressing the requirements in

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. HUMAN SOURCE

3.1 should be familiar with the provisions of section 3 of OPS-705, "Human Sources regarding human source

Process

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.2

3.3

3.4

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.5

3.6

Approval Authorities

3.7

3.8

Reporting Requirements

3.9 The reporting requirements for human source' are the same as those outlined in paragraph 4.4 below. Additionally, the report must also identify if the human source

4. HUMAN SOURCE

4.1 should be familiar with the provisions of section 3 of OPS-705, "Human Sources regarding human source

Process

4.2

Approval Authorities

4.3

Reporting Requirements

4.4 The report should contain the following information:

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. HUMAN SOURCE

5.1 should be familiar with the provisions of section 4 of OPS-705, "Human Sources regarding human source

Process

5.2

5.3

5.4

Reporting Requirements

5.5 The report should contain the following information:

6.

6.1 should be familiar with the provisions of section 4 of OPS-705, "Human Sources regarding

Process

6.2

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

6.3

Approval Authorities

6.4

Reporting Requirements

6.5 The report should contain the following information:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-705-1 PROCEDURES - HUMAN SOURCES

1. INTRODUCTION

Scope

1.1 These procedures outline the approval authorities and reporting requirements related to the of human sources.

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. HUMAN SOURCE

2.1 Employees should be familiar with the provisions of section 3 of OPS-705, "Human Sources regarding human source

Process

2.2

2.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2.4

2.5

2.6

2.7

Approval Authorities

2.8

2.9

Reporting Requirements

2.10 The request to human source to conduct operational should contain the following information, in addition to addressing the requirements in

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. HUMAN SOURCE

3.1 should be familiar with the provisions of section 3 of OPS-705, "Human Sources - regarding human source

Process

3.2

3.3

3.4

3.5

3.6

Approval Authorities

3.7

3.8

Reporting Requirements

3.9 The reporting requirements for human source are the same as those outlined in paragraph 4.4 below. Additionally, the report must

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

also identify if the human source

4. HUMAN SOURCE

4.1 should be familiar with the provisions of section 3 of OPS-705, "Human Sources regarding human source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Process

4.2

Approval Authorities

4.3

Reporting Requirements

4.4 The report should contain the following information:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. HUMAN SOURCE

5.1 should be familiar with the provisions of section 4 of OPS-705, "Human Sources - regarding human source

Process

5.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.3

5.4

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements

5.5 The report should contain the following information:

6.

6.1 should be familiar with the provisions of section 4 of OPS-705, "Human Sources regarding

Process

6.2

6.3

Approval Authorities

6.4

Reporting Requirements

6.5 The report should contain the following information:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-706 HUMAN SOURCES

1. INTRODUCTION

Objective

1.1 An integral part of the Human Source Program is the secure of human sources who have provided assistance to the Service The Service is committed to ensuring human sources successfully The objective of this policy is to provide employees with direction regarding the of human sources.

Scope

1.2 This policy, in conjunction with OPS-701, "Human Sources - Human Source Program", outlines the principles and standards pertaining to the of human sources.

1.3 This policy applies to all human sources, active or inactive, within the Service's human source inventory, and to every employee involved in human source operations.

Policy Centre

1.4 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

Authorities

1.5 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Financial Administration Act (*FAA*)

Immigration and Refugee Protection Act (*IRPA*)

Ministerial Direction for Operations (2008 10 29)

Ministerial Direction on Information Sharing with Foreign Agencies (2009 05 14)

New publication

DDO Directive - "Disclosure of Service Information" (2007 11 14)

DDO Directive - "Disclosure of Service Information to the RCMP" (2010 01 13)

Treasury Board Policy on Financial Management Governance

Treasury Board Policy on Internal Control

Definitions

1.6 For definitions of specific terms used in this policy, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.7 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.8 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.8.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITIES

Director

2.1 The Director is responsible for authorizing the of a human source. In such cases, the Director may consult the Minister.

2.2 The Director is responsible for authorizing the of a Service human source

2.3 The Director is responsible for authorizing the request to seek of assistance

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA PROTECTION DES RENSEIGNEMENTS SUR LA PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

2.4

2.5

Chief Financial Officer

2.6 The Chief Financial Officer (CFO) is responsible for supporting the Director for overall stewardship of financial responsibilities and for the integrity of the Service's overall financial management culture and capabilities.

Comptroller

2.7 The Comptroller is responsible for conducting regular Financial Management Compliance Reviews to ensure adherence to Treasury Board of Canada and CSIS policies, procedures, regulations and the *FAA*.

Director General, Human Sources and Operations Security

2.8 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for providing advice, direction and assistance to Headquarters (HQ) Branches and Regions on the of human sources.

Human Sources and Operations Security

2.9 HSOS is responsible for coordinating the process of a human source.

2.10 HSOS is responsible for providing support and welfaring to human sources, as required.

3. HUMAN SOURCE

3.1

New publication

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

3.2 For additional information and guidance on the of a human source, refer to sections 3 and 4 of OPS-706-1, "Procedures - Human Sources

3.3

3.4 All human sources who are also active human sources under direction will be subject to the requirements indicated in OPS-702, "Human Sources - Case Management".

4. HUMAN SOURCE

4.1 For additional information and guidance on the of a human source, refer to sections 3 and 4 of OPS-706-1, "Procedures - Human Sources

4.2

4.3 All human sources under direction will continue to be subject to the requirements indicated in OPS-702, "Human Sources - Case Management".

5. ASSISTANCE

5.1 For additional information and guidance on the type of assistance that can be provided, refer to OPS-706-1, "Procedures - Human Sources

5.2 For additional information and guidance on the type of assistance that can be provided, refer to OPS-706-1, "Procedures - Human Sources

6. COMPENSATION

Human Source

New publication

6.1 Any remuneration and/or financial support provided to a human source is the sole responsibility of the

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

6.2 any remuneration should be made in accordance with OPS-707, "Human Sources - Compensation".

Human Source

6.3 For additional information or guidance on compensating a human source, refer to section 5 of OPS-706-1, "Procedures - Human Sources

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-706-1 PROCEDURES - HUMAN SOURCES

1. INTRODUCTION

Scope

1.1 These procedures outline the process for a human source

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. HUMAN SOURCES AND OPERATIONS SECURITY

2.1 HSOS, in close cooperation with the responsible Headquarters Director General (HQ DG) and Regional Director General (RDG), or their designates, coordinates the of a human source.

2.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. HUMAN SOURCE

3.1 Employees should be familiar with the provisions of OPS-706, "Human Sources regarding the of human sources.

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Types of Assistance

3.2 The types of assistance that can be provided to human source include, but are not limited to:

Process

3.3

3.4

3.5

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.6

3.7

3.8

3.9

3.10

guidance on the assessment, recruitment, and management of a human source, refer to OPS-702, "Human Sources - Case Management". For additional information and

Approval Authorities

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.11

3.12

3.13

3.14

Reporting Requirements

3.15

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements

3.16

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements - Director

3.17

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements

4. HUMAN SOURCE

4.1 Employees should be familiar with the provisions of OPS-706, "Human Sources regarding of human sources.

Types of Assistance

4.2 The types of assistance that can be provided to human source are the same as those outlined for a human source in paragraph 3.2 above.

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Process

4.3

4.4

4.5

4.6

4.7

Approval Authorities

4.8

4.9

Reporting Requirements

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. COMPENSATION

5.1 Employees should be familiar with the provisions of section 6 of OPS-706, "Human Sources prior to making financial arrangements with a human source.

5.2

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Compensation

5.3

5.4

5.5

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Compensation

5.6

5.7

5.8

5.9

Approval Authority

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

2013-01-08
OPS-707 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Objective

1.1 The Service is committed to ensuring that appropriate processes and controls are in place with regards to human source compensation. The objective of this policy is to provide direction on human source compensation and to ensure that all payments are managed with integrity, transparency and accountability.

Scope

1.2 This policy, in conjunction with OPS-701, "Human Sources - Human Source Program", OPS-702, "Human Sources - Case Management", and ADM-501, "Delegation of Financial Signing Authorities", outlines the principles and standards that govern human source compensation in support of human source operations.

1.3 The principles and standards described in this policy apply to all human sources, active or inactive, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

1.4 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

1.5 The Finance Branch is the policy centre for the stewardship of financial resources with respect to human source compensation.

Authorities

1.6 The following authorities provide direction in this policy:

CSIS Act

Financial Administration Act (FAA)

Federal Accountability Act (FedAA)

Ministerial Direction for Operations (2008 10 29)

Accountable Advance Regulations

Treasury Board Directive on Account Verification

Treasury Board Policy on Financial Management Governance

Treasury Board Policy on Internal Control

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position within their area of responsibility.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITY

Director

2.1 The Director is responsible for the overall management of human source compensation and for seeking Ministerial approval when offers of remuneration exceed the Director's financial signing authority.

Chief Financial Officer

2.2 The Chief Financial Officer (CFO) is responsible for:

supporting the Director for overall stewardship of financial responsibilities and for the integrity of the Service's overall financial management culture and capabilities;

ensuring suitable risk based account verification procedures are in place, in compliance with the *FAA*, Treasury Board Policies and Directives;

establishing and communicating clear responsibilities for employees with delegated signing authorities; and

monitoring adherence to these responsibilities.

Comptroller

2.3 The Comptroller is responsible for conducting regular Financial Management Compliance Reviews to ensure adherence to Treasury Board of Canada and CSIS policies, procedures, regulations and the *FAA*.

Director General, Human Sources and Operations Security

2.4 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for briefing the appropriate Service Executives, Headquarters Directors General (HQ DG) and Regional Directors General (RDG) on all significant matters concerning human source compensation.

2.5 The DG HSOS is responsible for providing advice, direction and assistance to Headquarters (HQ) Branches and Regions on human source compensation in support of human source operations.

Regional Directors General

2.6 Regional Directors General are responsible for:

managing human source compensation in the Regions;

briefing the DG HSOS on all significant matters concerning human source compensation in the Regions;

locally implementing the Service's human source compensation policy; and

ensuring that expenditures related to human source operations are consistent with operational priorities

Human Sources and Operations Security

2.7

2.8

2.9

Human Source

2.10

2.11

3. HUMAN SOURCE COMPENSATION

3.1 All human source payments or expenditures related to a human source operation are and are subject to the provisions of

3.2 Expenditures related to the management, direction and/or development of human source operations are for the purpose of acquiring information or receiving assistance, and are covered in

Offer of Remuneration

3.3 An offer of remuneration to a human source must be pre-approved in accordance with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

4. PAYMENTS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. PAYMENTS AUTHORITY

5.1

5.2

5.3

5.4

5.5 For additional information and guidance on an refer to sections 3 to 5 of OPS-707-1, "Procedures - Human Sources - Compensation".

5.6

5.7 For additional information and guidance on a refer to section 6 of OPS-707-1, "Procedures - Human Sources - Compensation".

6. PAYMENTS AUTHORITY

6.1

6.2

Payments

6.3

For additional information and guidance on payments, refer to section 7 of OPS-707-1, "Procedures - Human Sources - Compensation".

Payments

6.4

For additional information and guidance on payments, refer to section 8 of OPS-707-1, "Procedures - Human Sources - Compensation".

Payments

6.5

For additional information and guidance on refer to section 9 of OPS-707-1, "Procedures - Human Sources - Compensation".

Payments

6.6

6.7

For additional information or guidance on payments, refer to section 10 of OPS-707-1, "Procedures - Human Sources - Compensation".

7. PAYMENTS

7.1 All payments related to a human source operation must be made in accordance with

7.2

7.3 For additional information and guidance on a authority for an payment refer to section 11 of OPS-707-1, "Procedures - Human Sources - Compensation".

8. PAYMENTS

8.1 All associated with the of a human source must be made in accordance with For additional information and guidance on the of a human source, refer to OPS-706, "Human Sources

9. REMUNERATION

9.1 For additional information and guidance on remuneration, refer to section 12 of OPS-707-1, "Procedures - Human Sources - Compensation"

PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS
ACCESS TO INFORMATION ACT.
PROVISIONS OF THE PRIVACY ACT AND/OR
PROCESSED BY CSIS UNDER THE

OPS-707 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Objective

1.1 The Service is committed to ensuring that appropriate processes and controls are in place with regards to human source compensation. The objective of this policy is to provide direction on human source compensation and to ensure that all payments are managed with integrity, transparency and accountability.

Scope

1.2 This policy, in conjunction with OPS-701, "Human Sources - Human Source Program", OPS-702, "Human Sources - Case Management", and ADM-501, "Delegation of Financial Signing Authorities", outlines the principles and standards that govern human source compensation in support of human source operations.

1.3 The principles and standards described in this policy apply to all human sources, active or inactive, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

1.4 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

1.5 The Finance Branch is the policy centre for the stewardship of financial resources with respect to human source compensation.

Authorities

1.6 The following authorities provide direction in this policy:

Canadian Security Intelligence Service (CSIS) Act

Financial Administration Act (FAA)

Federal Accountability Act (FedAA)

New publication

Ministerial Direction for Operations (2008 10 29)

Ministerial Direction on Information Sharing with Foreign Agencies (2009 05 14)
Accountable Advance Regulations

Treasury Board Directive on Account Verification

Treasury Board Policy on Financial Management Governance

Treasury Board Policy on Internal Control

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position within their area of responsibility.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITY

Director

2.1 The Director is responsible for the overall management of human source compensation and for seeking Ministerial approval when offers of remuneration exceed the Director's financial signing authority.

New publication

Chief Financial Officer

2.2 The Chief Financial Officer (CFO) is responsible for:

supporting the Director for overall stewardship of financial responsibilities and for the integrity of the Service's overall financial management culture and capabilities;

ensuring suitable risk based account verification procedures are in place, in compliance with the *FAA,* Treasury Board Policies and Directives;

establishing and communicating clear responsibilities for employees with delegated signing authorities; and

monitoring adherence to these responsibilities.

Comptroller

2.3 The Comptroller is responsible for conducting regular Financial Management Compliance Reviews to ensure adherence to Treasury Board of Canada and CSIS policies, procedures, regulations and the *FAA*.

Director General, Human Sources and Operations Security

2.4 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for briefing the appropriate Service Executives, Headquarters Directors General (HQ DG) and Regional Directors General (RDG) on all significant matters concerning human source compensation.

2.5 The DG HSOS is responsible for providing advice, direction and assistance to Headquarters (HQ) Branches and Regions on human source compensation in support of human source operations.

Regional Directors General

2.6 Regional Directors General are responsible for:

managing human source compensation in the Regions;

briefing the DG HSOS on all significant matters concerning human source compensation in the Regions;

locally implementing the Service's human source compensation policy; and

ensuring that expenditures related to human source operations are consistent with operational priorities

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

2.7

2.8

2.9

Human Source

3. HUMAN SOURCE COMPENSATION

3.1 All human source payments or expenditures related to a human source operation are and are subject to the provisions of

3.2 Expenditures related to the management, direction and/or development of human source operations are for the purpose of acquiring information or receiving assistance, and are covered in

New publication

Offer of Remuneration

3.3

3.4 An offer of remuneration to a human source must be pre-approved in accordance with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

4. PAYMENTS

5. PAYMENTS AUTHORITY

5.1

5.2

5.3

5.4

5.5 For additional information and guidance on an refer to sections 3 to 5 of OPS-707-1, "Procedures - Human Sources - Compensation".

5.6

5.7 For additional information and guidance on a refer to section 6 of OPS-707-1, "Procedures - Human Sources - Compensation".

6. PAYMENTS AUTHORITY

6.1

6.2

Payments

6.3 For additional information and guidance on payments, refer to section 7 of OPS-707-1, "Procedures - Human Sources - Compensation".

Payments

6.4 For additional information and guidance on payments, refer to section 8 of OPS-707-1, "Procedures - Human Sources - Compensation".

New publication

Payments

6.5

6.5.1

For additional information and guidance on refer to section 9 of OPS-707-1, "Procedures - Human Sources - Compensation".

Payments

6.6

6.7

6.7.1

For additional information or guidance on payments, refer to section 10 of OPS-707-1, "Procedures - Human Sources - Compensation".

7. PAYMENTS

7.1 All payments related to a human source operation must be made in accordance with

7.2

7.3

For additional information and guidance on a authority for an payment refer to section 11 of OPS-707-1, "Procedures - Human Sources - Compensation".

8. PAYMENTS

8.1 All payments associated with the of a human source must be made in accordance with For

New publication

additional information and guidance on the of a human source, refer to OPS-706, "Human Sources

9. REMUNERATION

9.1

For additional information and guidance on remuneration, refer to section 12 of OPS-707-1, "Procedures - Human Sources - Compensation".

New publication

OPS-707 HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Objective

1.1 The Service is committed to ensuring that appropriate processes and controls are in place with regards to human source compensation. The objective of this policy is to provide direction on human source compensation and to ensure that all payments are managed with integrity, transparency and accountability.

Scope

1.2 This policy, in conjunction with OPS-701, "Human Sources - Human Source Program", OPS-702, "Human Sources - Case Management" and (CSIS Procedures) outlines the principles and standards that govern human source compensation in support of human source operations.

1.3 The principles and standards described in this policy apply to all human sources, active or inactive, within the Service's human source inventory and to every employee involved in human source operations.

Policy Centre

1.4 The Human Sources and Operations Security (HSOS) Branch is the policy centre for all matters regarding the Human Source Program. Within the HSOS Branch:

1.5 The Finance Branch is the policy centre for the stewardship of financial resources with respect to human source compensation.

Authorities

1.6 The following authorities provide direction in this policy:

CSIS Act

Financial Administration Act (FAA)

Federal Accountability Act (FedAA)

Ministerial Direction for Operations (2008 10 29)

Accountable Advance Regulations

Treasury Board Directive on Account Verification

Treasury Board Policy on Financial Management Governance

Treasury Board Policy on Internal Control

Definitions

1.7 For definitions of specific terms used in this policy, refer to "Policy Glossary".

Temporary Authority

1.8 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.9 Where identified in policy, the term "or designate" denotes the option to delegate an authority to an assigned individual or position within their area of responsibility.

1.9.1 Notwithstanding any delegation of authority contained within this policy, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via HSOS.

2. RESPONSIBILITY

Director

2.1 The Director is responsible for the overall management of human source compensation and for seeking Ministerial approval when offers of remuneration exceed the Director's financial signing authority.

Chief Financial Officer

2.2 The Chief Financial Officer (CFO) is responsible for:

supporting the Director for overall stewardship of financial responsibilities and for the integrity of the Service's overall financial management culture and capabilities;

ensuring suitable risk based account verification procedures are in place, in compliance with the *FAA*, Treasury Board Policies and Directives;

establishing and communicating clear responsibilities for employees with delegated signing authorities; and

monitoring adherence to these responsibilities.

Comptroller

2.3 The Comptroller is responsible for conducting regular Financial Management Compliance Reviews to ensure adherence to Treasury Board of Canada and CSIS policies, procedures, regulations and the *FAA*.

Director General, Human Sources and Operations Security

2.4 The Director General, Human Sources and Operations Security (DG HSOS) is responsible for briefing the appropriate Service Executives, Headquarters Directors General (HQ DG) and Regional Directors General (RDG) on all significant matters concerning human source compensation.

2.5 The DG HSOS is responsible for providing advice, direction and assistance to Headquarters (HQ) Branches and Regions on human source compensation in support of human source operations.

Regional Directors General

2.6 Regional Directors General are responsible for:

managing human source compensation in the Regions;

briefing the DG HSOS on all significant matters concerning human source compensation in the Regions;

locally implementing the Service's human source compensation policy; and

ensuring that expenditures related to human source operations are consistent with operational priorities

Human Sources and Operations Security

2.7

2.8

2.9

Human Source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. HUMAN SOURCE COMPENSATION

3.1 All human source payments or expenditures related to a human source operation are and are subject to the provisions of

3.2 Expenditures related to the management, direction and/or development of human source operations are for the purpose of acquiring information or receiving assistance, and are covered in :

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Offer of Remuneration

3.3 An offer of remuneration to a human source must be pre-approved in accordance with the "Delegation of Financial Signing Authorities Matrix".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. PAYMENTS

4.1

Payments

4.2

4.3

4.4 A authority to make payments must be requested and approved prior to any payment being made; see OPS-707-1, "Procedures - Human Sources - Compensation" for details and approving authorities.

Payments

4.5

4.6

4.7 See OPS-707-1, "Procedures - Human Sources - Compensation" for details and approving authorities.

5. PAYMENTS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

6.	**PAYMENTS**	**AUTHORITY**
6.1		
6.2		
6.3		
6.4		
6.5	information and guidance on an Human Sources - Compensation".	For additional refer to sections 3 to 5 of OPS-707-1, "Procedures -
6.6		
6.7	For additional information and guidance on a 707-1, "Procedures - Human Sources - Compensation".	refer to section 6 of OPS-
7.	**PAYMENTS**	**AUTHORITY**
7.1		

7.2

Payments

7.3

For additional information and guidance on payments, refer to section 7 of OPS-707-1, "Procedures - Human Sources - Compensation".

Payments

7.4

For additional information and guidance on payments, refer to section 8 of OPS-707-1, "Procedures - Human Sources - Compensation".

Payments

7.5

7.5.1

For additional information and guidance on refer to section 9 of OPS-707-1, "Procedures - Human Sources - Compensation".

Payments

7.6

7.7

7.7.1

For additional information or guidance on payments, refer to section 10 of OPS-707-1, "Procedures - Human Sources - Compensation".

8. PAYMENTS

8.1 All payments related to a human source operation must be made in accordance with (CSIS Procedures).

3103(93/01)

8.2

8.3

For additional information and guidance on a authority for an payment refer to section 11 of OPS-707-1, "Procedures - Human Sources - Compensation".

9. PAYMENTS

9.1 All payments associated with the of a human source must be made in accordance with (CSIS Procedures) . For additional information and guidance on the of a human source, refer to OPS-706, "Human Sources

10. REMUNERATION

10.1

For additional information and guidance on remuneration, refer to section 12 of OPS-707-1, "Procedures - Human Sources - Compensation".

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2013-01-08
OPS-707-1 PROCEDURES - HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This procedure outlines the reporting requirements and Approving authorities related to human source compensation in support of human source operations.

2. HUMAN SOURCE COMPENSATION

2.1 Employees should be familiar with the provisions of OPS-707, "Human Sources - Compensation" prior to requesting approval for, or providing payment to, a human source,

2.2 All payments to human sources are under the provisions of and should be processed using the specified therein.

2.3 Once the appropriate signing authority has been obtained, and the approval is the financial authority is deemed to be in effect.

Approving Authorities

2.4 Approving authorities for human source payments are in the "Delegation of Financial Signing Authorities Matrix"

2.5 The Minister approves an offer of remuneration to a human source that exceeds the signing authority of the Director.

3.

3.1 should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation" regarding the

4. PAYMENT AUTHORITY FOR SOURCE EVALUATION

4.1 The provision of payments for sources in the is at the discretion of the The signing authorities for such payments must comply with the "Delegation of Financial Signing Authorities Matrix".

Process

4.2

Approving Authorities

4.3

4.4

Reporting Requirements

4.5

4.6

4.7

5. PAYMENT AUTHORITY FOR HUMAN SOURCES, HUMAN SOURCES.

5.1 Employees should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation"

5.2 The establishment of the limit of payments for human sources is made in consideration of recommendations. The signing authorities for such payments must be made in accordance with the "Delegation of Financial Signing Authorities Matrix".

Approving Authorities

5.3 The appropriate signing authority in HSOS approves in accordance with the delegated signing authorities in the "Delegation of Financial Signing Authorities Matrix"

Reporting Requirements

5.4

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

6. PAYMENTS

6.1 Employees should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation" regarding a payment.

6.2

6.3 For additional information and guidance on payments, refer to section 8 below.

Process

6.4

6.5

Approving Authorities

6.6

Reporting Requirements

6.7 Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

7. PAYMENTS

7.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding payments.

7.2 The provision of payments is at the discretion of the The signing authorities for such payments must comply with the "Delegation of Financial Signing Authorities Matrix".

Process

7.3

7.4

7.5

Approving Authorities

7.6 The provision of payments is at the discretion of the and can be approved by the appropriate financial signing authority.

Reporting Requirements

7.7

8. PAYMENTS

8.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding Payments.

8.2 The provision of payments is at the discretion of the The signing authorities for such payments must comply with the "Delegation of Financial Signing Authorities Matrix".

Process

8.3

8.4

Approving Authorities

8.5

8.6 payments to all other human source are approved by the appropriate signing authority in the

Reporting Requirements

8.7

8.8 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

8.9 Refer to OPS-702-2, "Procedures - Human Sources - Case Management OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

9.

9.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding the

9.2

The signing authorities for such payments must comply with the "Delegation of Financial Signing Authorities Matrix".

Process

9.3

9.4

9.5

9.6

Approving Authorities

9.7 The appropriate signing authority in the approves the

9.8 The appropriate signing authority in HSOS approves the of a human source for that exceed the financial signing authority of the

9.9

Reporting Requirements

9.10 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

10. PAYMENTS

10.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding Payments.

10.2

Process

10.3

10.4

10.5

10.6

Approving Authorities

10.7 The approves the provision of an payment to a human source.

10.8 The amount of the payment must be approved by the appropriate signing authority in HQ HSOS where the amount exceeds the signing authority.

Reporting Requirements

10.9

Refer to OPS-702-4, "Procedures - Human Sources - Case Management

11. PAYMENTS

11.1 Employees should be familiar with the provisions of section 7 of OPS-707, "Human Sources - Compensation" regarding payments

11.2

11.3

11.4

Approving Authorities

11.5 The RDG, or designate, approves the provision of a authority payment for a human source operation. the payment must be approved by the appropriate signing authority in accordance with the "Delegation of Financial Signing Authorities Matrix".

12. REMUNERATION

12.1 Employees should be familiar with the provisions of section 9 of OPS-707, "Human Sources - Compensation" regarding remuneration.

13. PAYMENTS

13.1 Employees should be familiar with the provisions of section 4 of OPS-707, "Human Sources - Compensation" regarding payments

Request for Approval

13.2

13.3 (see OPS-702-2, "Procedures - Human Sources - Case Management (see OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

Approving Authorities

13.4

13.5 If the authority for payments concerns individuals subject to special provisions, the is sent, to the appropriate approving authority as identified in OPS-703-1, "Procedures - Human Sources - Special Provisions".

13.6

Process

13.7

13.8

13.9 For individuals subject to special provisions, the relevant Director General (DG), or a higher authority (see OPS-703-1, "Procedures - Human Sources - Special Provisions").

13.10 (refer to OPS-702-5, "Procedures - Human Sources - Case Management

14. PAYMENTS

14.1 Employees should be familiar with the provisions of section 4 of OPS-707, "Human Sources - Compensation" regarding payments for

Request for Approval

14.2

14.3

(see OPS-702-2, "Procedures - Human Sources - Case Management (see OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

Approving Authorities

14.4

Process

14.5

14.6

14.7 For individuals subject to special provisions, the relevant Director General (DG), or a higher authority (see OPS-703-1, "Procedures - Human Sources - Special Provisions").

14.8

14.9 (refer to OPS-702-5, "Procedures - Human Sources - Case Management

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2013-01-08
OPS-707-1 PROCEDURES - HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This procedure outlines the reporting requirements and Approving authorities related to human source compensation in support of human source operations.

2. HUMAN SOURCE COMPENSATION

2.1 Employees should be familiar with the provisions of OPS-707, "Human Sources - Compensation" prior to requesting approval for, or providing payment to, a human source,

2.2 All payments to human sources are under the provisions of and should be processed using the specified therein.

2.3 Once the appropriate signing authority has been obtained, and the approval is the financial authority is deemed to be in effect.

Approving Authorities

2.4 Approving authorities for human source payments are in OPS-309 Appendix 2, "Delegation of Financial Signing Authorities"

2.5 The Minister approves an offer of remuneration to a human source that exceeds the signing authority of the Director.

3.

3.1 should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation" regarding the

4. PAYMENT AUTHORITY FOR SOURCE EVALUATION

4.1 The provision of payments for sources in the is at the discretion of the The signing authorities for such payments must comply with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

Process

4.2

Approving Authorities

4.3

4.4

Reporting Requirements

4.5

4.6

4.7

5. PAYMENT AUTHORITY FOR HUMAN SOURCES, HUMAN SOURCES.

5.1 Employees should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation"

5.2 The establishment of the limit of payments for human sources is made in consideration of recommendations. The signing authorities for such payments must be made in accordance with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

Approving Authorities

5.3 The appropriate signing authority in HSOS approves in accordance with the delegated signing authorities in OPS-309-2, "Delegation of Financial Signing Authorities"

Reporting Requirements

5.4

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

6. PAYMENTS

6.1 Employees should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation" regarding a payment.

6.2

6.3 For additional information and guidance on payments, refer to section 8 below.

Process

6.4

6.5

Approving Authorities

6.6

Reporting Requirements

6.7 Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

7. PAYMENTS

7.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding payments.

7.2 The provision of payments is at the discretion of the The signing authorities for such payments must comply with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

Process

7.3

7.4

7.5

Approving Authorities

7.6 The provision of payments is at the discretion of the and can be approved by the appropriate financial signing authority.

Reporting Requirements

7.7

8. PAYMENTS

8.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding Payments.

8.2 The provision of payments is at the discretion of the The signing authorities for such payments must comply with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

Process

8.3

8.4

Approving Authorities

8.5

8.6 payments to all other human source are approved by the appropriate signing authority in the

Reporting Requirements

8.7

8.8 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

8.9 Refer to OPS-702-2, "Procedures - Human Sources - Case Management OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

9.

9.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding the

9.2

The signing authorities for such payments must comply with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

Process

9.3

9.4

9.5

9.6

Approving Authorities

9.7 The appropriate signing authority in the approves the

9.8 The appropriate signing authority in HSOS approves the of a human source for that exceed the financial signing authority of the

9.9

Reporting Requirements

9.10 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

10. PAYMENTS

10.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding Payments.

10.2

Process

10.3

10.4

10.5

10.6

Approving Authorities

10.7 The approves the provision of an payment to a human source.

10.8 The amount of the payment must be approved by the appropriate signing authority in HQ HSOS where the amount exceeds the signing authority.

Reporting Requirements

10.9 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

11. PAYMENTS

11.1 Employees should be familiar with the provisions of section 7 of OPS-707, "Human Sources - Compensation" regarding payments

11.2

11.3

11.4

Approving Authorities

11.5 The RDG, or designate, approves the provision of a authority payment for a human source operation. the payment must be approved by the appropriate signing authority in accordance with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

12. REMUNERATION

12.1 Employees should be familiar with the provisions of section 9 of OPS-707, "Human Sources - Compensation" regarding remuneration.

OPS-707-1 PROCEDURES - HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This procedure outlines the reporting requirements and Approving authorities related to human source compensation in support of human source operations.

2. HUMAN SOURCE COMPENSATION

2.1 Employees should be familiar with the provisions of OPS-707, "Human Sources - Compensation" prior to requesting approval for, or providing payment to, a human source,

2.2 All payments to human sources are under the provisions of and should be processed using the specified therein.

2.3 Once the appropriate signing authority has been obtained, and the approval is the financial authority is deemed to be in effect.

Approving Authorities

2.4 Approving authorities for human source payments are in the "Delegation of Financial Signing Authorities Matrix"

2.5 The Minister approves an offer of remuneration to a human source that exceeds the signing authority of the Director.

3.

3.1 should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation" regarding the

4. PAYMENT AUTHORITY FOR SOURCE EVALUATION

4.1 The provision of payments for sources in the is at the discretion of the The signing authorities for such payments must comply with the "Delegation of Financial Signing Authorities Matrix".

Process

4.2

Approving Authorities

4.3

4.4

Reporting Requirements

4.5

4.6

4.7

5. PAYMENT AUTHORITY FOR HUMAN SOURCES, HUMAN SOURCES.

5.1 Employees should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation"

5.2 The establishment of the limit of payments for human sources is made in consideration of recommendations. The signing authorities for such payments must be made in accordance with the "Delegation of Financial Signing Authorities Matrix".

Approving Authorities

5.3 The appropriate signing authority in HSOS approves in accordance with the delegated signing authorities in the "Delegation of Financial Signing Authorities Matrix"

Reporting Requirements

5.4

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

6. PAYMENTS

6.1 Employees should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation" regarding a payment.

6.2

6.3 For additional information and guidance on payments, refer to section 8 below.

Process

6.4

6.5

Approving Authorities

6.6

Reporting Requirements

6.7 Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

7. PAYMENTS

7.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding payments.

7.2 The provision of payments is at the discretion of the The signing authorities for such payments must comply with the "Delegation of Financial Signing Authorities Matrix".

Process

7.3

7.4

7.5

Approving Authorities

7.6 The provision of payments is at the discretion of the and can be approved by the appropriate financial signing authority.

Reporting Requirements

7.7

8. PAYMENTS

8.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding Payments.

8.2 The provision of payments is at the discretion of the The signing authorities for such payments must comply with the "Delegation of Financial Signing Authorities Matrix".

Process

8.3

8.4

Approving Authorities

8.5

8.6 payments to all other human source are approved by the appropriate signing authority in the

Reporting Requirements

8.7

8.8 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

8.9 Refer to OPS-702-2, "Procedures - Human Sources - Case Management
OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation
and OPS-702-4, "Procedures - Human Sources - Case Management

9.

9.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding

9.2

The signing authorities for such payments must comply with the "Delegation of Financial Signing Authorities Matrix".

Process

9.3

9.4

9.5

9.6

Approving Authorities

9.7 The appropriate signing authority in the approves the

9.8 The appropriate signing authority in HSOS approves the of a human source for that exceed the financial signing authority of the

9.9

Reporting Requirements

9.10 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

10. PAYMENTS

10.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding Payments.

10.2

Process

10.3

10.4

10.5

10.6

Approving Authorities

10.7 The approves the provision of an payment to a human source.

10.8 The amount of the payment must be approved by the appropriate signing authority in HQ HSOS where the amount exceeds the signing authority.

Reporting Requirements

10.9 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

11. PAYMENTS

11.1 Employees should be familiar with the provisions of section 7 of OPS-707, "Human Sources - Compensation" regarding payments

11.2

11.3

11.4

Approving Authorities

11.5 The RDG, or designate, approves the provision of a authority payment for a human source operation. the payment must be approved by the appropriate signing authority in accordance with the "Delegation of Financial Signing Authorities Matrix".

12. REMUNERATION

12.1 Employees should be familiar with the provisions of section 9 of OPS-707, "Human Sources - Compensation" regarding remuneration.

13. PAYMENTS

13.1 Employees should be familiar with the provisions of section 4 of OPS-707, "Human Sources - Compensation" regarding payments

Request for Approval

13.2

13.3 (see OPS-702-2, "Procedures - Human Sources - Case Management (see OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

Approving Authorities

13.4

13.5 If the authority for payments concerns individuals subject to special provisions, the is sent, to the appropriate approving authority as identified in OPS-703-1, "Procedures - Human Sources - Special Provisions".

13.6

Process

13.7

13.8

13.9 For individuals subject to special provisions, the relevant Director General (DG), or a higher authority (see OPS-703-1, "Procedures - Human Sources - Special Provisions").

13.10
(refer to OPS-702-5, "Procedures - Human Sources - Case Management

14. PAYMENTS

14.1 Employees should be familiar with the provisions of section 4 of OPS-707, "Human Sources - Compensation" regarding payments for

Request for Approval

14.2

14.3
(see OPS-702-2, "Procedures - Human Sources - Case Management (see OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

Approving Authorities

14.4

Process

14.5

14.6

14.7 For individuals subject to special provisions,
the relevant Director General (DG), or a higher authority (see OPS-703-1, "Procedures - Human Sources - Special Provisions").

14.8

14.9 (refer to OPS-702-5, "Procedures - Human Sources - Case Management

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

OPS-707-1 PROCEDURES - HUMAN SOURCES - COMPENSATION

1. INTRODUCTION

Scope

1.1 This procedure outlines the reporting requirements and approval authorities related to human source compensation in support of human source operations.

Definitions

1.2 For definitions of specific terms used in procedures, refer to "Glossary of Terms and Definitions".

Temporary Authority

1.3 Unless otherwise specified, when a specific position or title is mentioned in procedures, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

Delegation of Authority

1.4 Where identified in procedures, the term "or designate" denotes the option to delegate an authority to an assigned individual or position within their area of responsibility.

1.4.1 Notwithstanding any delegation of authority contained within these procedures, any issue that is likely to cause embarrassment or controversy for the Government of Canada (GoC) overrides the delegated authority and must be immediately reported to the appropriate Service Executives via Human Sources and Operations Security (HSOS).

2. HUMAN SOURCE COMPENSATION

2.1 Employees should be familiar with the provisions of OPS-707, "Human Sources - Compensation" prior to requesting approval for, or providing payment to, a human source, Assessment or a Source Evaluation source.

2.2 All payments to human sources are under the provisions of and should be processed using the specified therein.

2.3 Once the appropriate signing authority has been obtained, and the approval is the financial authority is deemed to be in effect.

New publication

Approval Authorities

2.4 Approval authorities for human source payments are in OPS-309 Appendix 2, "Delegation of Financial Signing Authorities"

2.5 The Minister approves an offer of remuneration to a human source that exceeds the signing authority of the Director.

3.

3.1 should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation" regarding the

New publication

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. PAYMENT AUTHORITY

4.1 The provision of payments under a is at the discretion of the The signing authorities for such payments must comply with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

Process

4.2

Approval Authorities

4.3

4.4

4.5

4.6

Reporting Requirements

4.7

refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

New publication

refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation

refer to OPS-702-4, "Procedures - Human Sources - Case Management

4.8

refer to OPS-702-4, "Procedures - Human Sources - Case Management

5. PAYMENT AUTHORITY

5.1 Employees should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation"

5.2 The establishment of the limit of payments is made in consideration of recommendations. The signing authorities for such payments must be made in accordance with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

Approval Authorities

5.3 The appropriate signing authority in HSOS, approves in accordance with the delegated signing authorities in OPS-309-2, "Delegation of Financial Signing Authorities"

Reporting Requirements

5.4

Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

6. PAYMENTS

New publication

6.1 Employees should be familiar with the provisions of section 5 of OPS-707, "Human Sources - Compensation" regarding a payment.

6.2

6.3 For additional information and guidance on payments, refer to section 8 below.

Process

6.4

6.5

Approval Authorities

6.6

Reporting Requirements

6.7 Refer to OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

7. PAYMENTS

7.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding payments.

7.2 The provision of payments is at the discretion of the The signing authorities for such payments must comply with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

Process

7.3

New publication

7.4

7.5

Approval Authorities

7.6 The provision of payments is at the discretion of the and can be approved by the appropriate financial signing authority.

New publication

Reporting Requirements

8. PAYMENTS

8.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding Payments.

8.2 The provision of payments is at the discretion of the The signing authorities for such payments must comply with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

Process

8.3

8.4

Approval Authorities

8.5 The approves all payments to a subject. This authority cannot be delegated.

8.6 payments to all other human source are approved by the appropriate signing authority in the

Reporting Requirements

8.7

8.8 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

8.9 Refer to OPS-702-2, "Procedures - Human Sources - Case Management , OPS-702-3, "Procedures - Human Sources - Case Management - Source Evaluation and OPS-702-4, "Procedures - Human Sources - Case Management

New publication

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

9.

9.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding the

9.2

The signing authorities for such payments must comply with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

Process

9.3

9.4

9.5

9.6

9.6.1

Approval Authorities

9.7 The appropriate signing authority in the approves the

9.8 The appropriate signing authority in HSOS approves the of a human source for ' that exceed the financial signing authority of the

9.9

Reporting Requirements

9.10 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

New publication

3103(93/01)

OPS-707-1 Operations Policies and Procedures

Secret
2011-04-01

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

New publication

10. PAYMENTS

10.1 Employees should be familiar with the provisions of section 6 of OPS-707, "Human Sources - Compensation" regarding Payments.

10.2

Process

10.3

10.4

10.5

10.6

Approval Authorities

10.7 The approves the provision of an payment to a human source.

10.8 The amount of the payment must be approved by the appropriate signing authority in HQ HSOS where the amounts exceeds the signing authority.

Reporting Requirements

10.9 Refer to OPS-702-4, "Procedures - Human Sources - Case Management

11. PAYMENTS

11.1 Employees should be familiar with the provisions of section 7 of OPS-707, "Human Sources - Compensation" regarding payments.

11.2

11.3

11.4

Approval Authorities

11.5 The RDG, or designate, approves the provision of a authority payment for a human source operation. the payment must be approved by the appropriate signing authority in accordance with OPS-309 Appendix 2, "Delegation of Financial Signing Authorities".

12. REMUNERATION

12.1 Employees should be familiar with the provisions of section 9 of OPS-707, "Human Sources - Compensation" regarding remuneration.

New publication

OPS-707-2 PROCEDURES HUMAN SOURCES COMPENSATION

1. INTRODUCTION

Scope

1.1 To provide specific procedures for compensation of a human source

1.2

Governing Policy

1.3 OPS-707, Human Sources - Compensation

2. TYPES OF PAYMENTS

2.1 Expenditures related to human source operations are for the purpose of acquiring information or receiving assistance, and are covered in

3.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

6.

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Types of Payments

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

OPS-806 **HUMAN SOURCES**

1. INTRODUCTION

Objective

1.1 To provide guidance with respect to human sources

Scope

1.2 this policy outlines specific provisions and processes related to the conduct of human source operations Unless specified in this policy, all human source matters are governed by the following human source policies and related procedures or appendices:

OPS-701, "Human Sources - Human Source Program";

OPS-702, "Human Sources - Case Management";

OPS-703, "Human Sources - Special Provisions";

OPS-704, "Human Sources - Conduct

OPS-705, "Human Sources -

OPS-706, "Human Sources -

OPS-707, "Human Sources - Compensation"

Policy Centre

1.3 The policy centre for issues related to operational activities is the

1.4 The policy centre for issues related to the Human Source Program is the Human Sources and Operations Security (HSOS) Branch

1.5 The policy centre for issues related to the stewardship of financial resources with respect to human source compensation is the Finance Branch.

Authorities

1.7 *CSIS Act*

1.8 *Financial Administration Act (FAA)*

1.9 Treasury Board Policy on Internal Control

1.10 Treasury Board Policy on Financial Management Governance

1.11 Ministerial Direction - CSIS Operations (2008 10 29)

1.12 DDO Directive - Retention of Investigative Information (2008 07 08)

Definitions

1.13 For definitions of specific terms used in this policy, readers should refer to the "Glossary of Terms and Definitions".

Temporary Authority

1.14 Unless otherwise specified, when a specific position or title is mentioned in this policy, the authorities and responsibilities bestowed on that position or title apply to any employee performing the duties of the position or title in an acting capacity.

2. POLICY STATEMENT

2.1 Human sources on behalf of the Service will conduct themselves in a manner that is consistent with the mandate of the Service

2.2 The provisions of the human source policies (OPS-701 to OPS-707) generally apply to human sources which are noted in this policy and procedures.

2.3 To ensure the safety and security of human sources while satisfying Service requirements

3. RESPONSIBILITIES

Director

3.1 The Director is responsible for the overall management of the Service's Human Source Program.

3.2 The Director notifies the Minister when there is a to the use of a human source adverse impact such as:

discrediting the Service or the Government of Canada (GoC);

a clear risk to human life

3.3 In addition to the requirements contained in OPS-701, "Human Sources - Human Source Program", the Director will also provide the number of human sources in his Annual Report to the Minister.

3.4

Chief Financial Officer

3.4.1 The Chief Financial Officer (CFO) is responsible for:

supporting the Director for overall stewardship of financial responsibilities and for the integrity of the Service's overall financial management culture and capabilities; and

ensuring that risk-based account verification procedures are in place, in compliance with the FAA and Treasury Board policies and directives.

3.5

3.6

Human Sources and Operations Security Branch

3.7 HSOS is responsible for:

providing advice and direction on human source policy;

providing advice and direction on human source management;

providing advice and direction on human source processes;

providing advice and direction on operational security,

providing advice and direction on other

maintaining a review system of all human source relationships to ensure compliance with the human source policies and assess their continuing suitability and relevance to operational priorities

3.8 HSOS is also responsible for producing a summary for the Director's Annual Report to the Minister, concerning the number of human sources.

Headquarters Branches

3.9 HQ Branches are responsible for:

the overall management of operations involving human sources;

providing advice on the potential of a human source to address operational priorities

providing direction to ensure that source tasking is consistent with

providing assessment of human source reporting and its continued

producing and disseminating program reviews in relation to human source operations; and

maintaining ongoing dialogue on human source matters.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. MANAGEMENT OF HUMAN SOURCES

4.1 Employees managing human sources must be familiar with the content of the human source policies (OPS-701 to OPS-707) regarding the management of human sources.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. SPECIAL PROVISIONS

Canadian Fundamental Institutions

5.1 The special provisions stipulated in OPS-201 "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions" in regard to Canadian fundamental institutions (CFI), also apply to a CFI,

Human Sources in Government

5.2 The special provisions stipulated in OPS-201 "Conduct of Operations - General", OPS-701, "Human Sources - Human Source Program" and OPS-703, "Human Sources - Special Provisions" in regard to human sources in government, only apply to Canadian federal government employees

5.3 the special provisions stipulated in OPS-703, "Human Sources - Special Provisions" in regard to also apply

5.4

5.5

5.6 The special provisions stipulated in OPS-703, "Human Sources - Special Provisions" in regard to also apply

5.7

5.8

5.9 The special provisions stipulated in OPS-703, "Human Sources - Special Provisions" in regard to

also apply

5.10 The special provisions stipulated in OPS-703, "Human Sources - Special Provisions" in regard to also apply

6. COMPENSATION

6.1 The provisions of OPS-707, "Human Sources - Compensation" apply to human sources are noted in this policy, or the related procedures.

6.2 All payments to human sources are under the provisions of

6.3 General procedures for compensation to a human source are found in Specific procedures for compensation of human sources are found in OPS-806-1 "Procedures Human Sources Compensation".

OPS-806-1 PROCEDURES HUMAN SOURCES
COMPENSATION

1. INTRODUCTION

Scope

1.1 To provide specific procedures for compensation of a human source in support of human source operations.

1.2 Procedures not specified herein are detailed in

Governing Policy

1.3 OPS-806, Human Sources".

Related Policy

1.4 OPS-707, "Human Sources - Compensation".

2. TYPES OF PAYMENTS

2.1 Expenditures related to human source operations are for the purpose of acquiring information or receiving assistance, and are covered in

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Types of Payments

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

CSIS APPENDIX 1: FILE CATEGORIES

Governing Procedures: Human Source Management	
Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version No: 1	**French Version**
Replaces: OPS-701 Appendix 1	

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

1. ADMINISTRATIVE FILE CATEGORIES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2. HUMAN SOURCE FILE CATEGORIES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS APPENDIX 1: FILE CATEGORIES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE:

Governing Policy: Human Sources	
Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version No: 1	**French Version**
Replaces: OPS-702-6, OPS 702	

1. INTRODUCTION

1.1 These procedures outline the considerations, approval authorities and reporting requirements related to the use of

1.2 The approvals outlined in this policy are separate from, and do not supersede, the authorities outlined in CSIS Procedure:

2.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PROCESS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. REQUEST FOR APPROVAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. APPROVAL AUTHORITIES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

6. REPORTING

CSIS PROCEDURE:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Governing Policy: Human Sources	
Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version No: 1	**French Version**
Replaces: OPS-702, OPS-702-1 and OPS-702-2	

1. INTRODUCTION

1.1 This procedure outlines the requirements related

1.2

1.3 Prior to the employee must be familiar with the requirements identified in CSIS Procedure: Human Source Special Considerations.

2. ASSESSMENT FOR RECRUITMENT

2.1 Prior to attempting to recruit a prospective human source (HS), an assessment with the approach must be conducted.

2.2

2.3

2.4 The use of payments may be considered if required, in accordance with CSIS Procedures: Human Source Compensation.

3. REQUEST FOR APPROVAL

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approvals

for an individual who is subject to special considerations, it must be approved in accordance with CSIS Procedure: Human Source Special Consideration.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.

5. REPORT

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements

A Report must contain the following information:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Governing Policy: Human Sources	
Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version No: 1	French Version
Replaces: OPS-702, OPS-702-1, and OPS-702-4	

1. INTRODUCTION

1.1 This procedure outlines the requirements for

1.2

1.3

1.4 a promise of confidentiality will be extended to the HS at the first appropriate opportunity in accordance with CSIS Procedure: Human Source Management.

2. REPORTING REQUIREMENTS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Special Considerations, as appropriate

Approvals relating to HSs requiring Special Considerations must be sought in accordance with CSIS Procedures: Human Sources Special Considerations.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Source File Management:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. PROCESSING

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

(refer to CSIS Procedure: Human Source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. APPROVALS

4.1

4.2

including payment authority in accordance with CSIS Procedure: Human Source Compensation,

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. PROMISE OF CONFIDENTIALITY

5.1

the employee will extend a promise of confidentiality to the HS at the first appropriate opportunity

5.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.3

For more information on the refer to CSIS Procedure: Human Source Management.

CSIS PROCEDURE: CONDUCT OF HUMAN SOURCE OPERATIONS

Secret

Governing Policy: Human Sources	
Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version No: 1	**French Version**
Replaces: OPS 701, OPS 702, OPS-702-1 and OPS-704-1	

1. INTRODUCTION

1.1 This procedure outlines requirements related to the conduct of human source (HS) operations.

1.2 HS operations are to be conducted in a manner that promotes employee and HS safety and security,

2. DISCLOSURES

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Records

3. CONDUCT

3.1 In pursuit of the Service's activities, an HS will carry out tasks on behalf of the Service The HS in activities adverse impact except with appropriate approvals.

3.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

acting in a manner that may discredit CSIS or the Government of Canada (GC) or have an adverse effect on

3.2.1 An HS is in a position to control an organization when the HS is able to exercise significant authority over the leadership, finances, or strategic policy of the organization.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. HUMAN SOURCE AND EMPLOYEE SAFETY

5.1 If an employee believes an interaction could place their safety, security or operation at risk the employee's supervisor must be immediately made aware

5.2 If the safety and/or security of an HS is believed to be at risk, the employee is to advise DG HSOS as soon as possible

CSIS PROCEDURE: CONDUCT OF HUMAN SOURCE OPERATIONS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURES: HUMAN SOURCE COMPENSATION

Secret

Governing Policy: Human Sources	
Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version No: 1	**French Version**
Replaces: OPS-707, OPS-707-1, and OPS-707-2	

1. INTRODUCTION

1.1 This procedure outlines the requirements pertaining to the compensation of a human source (HS) and the expenditures related to HS operations.

1.2 For the compensation of refer to the DDO Interim Directive for the Management and Compensation

1.3 As the Policy Centre for HS operations, Human Sources and Operations Security (HSOS) will provide advice, guidance, and best practises in relation to the financial aspects of HS operations.

2. FINANCIAL AUTHORITIES

2.1 All payments made by the Service to an HS as part of an HS operation are considered and must made in accordance with CSIS Procedures:

2.2 Approval authorities for HS payments and HS operations are

2.3

2.4 An offer of remuneration to an HS that exceeds the signing authority of the Director must be approved by the Minister.

3. PAYMENTS

3.1

3103(93/01)

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.2

3.3

Process

3.4

3.4.1 For individuals subject to special considerations, provided to the relevant authority and approval must be obtained prior to making the payment.

Assessment

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. PAYMENTS

4.1

4.2

4.3 An offer of compensation to an HS must be pre-approved in accordance with the "Delegation of Financial Signing Authorities" matrix.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURES: HUMAN SOURCE COMPENSATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

HSOS Support

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. PAYMENTS

6. PAYMENTS

6.1 of an HS will be requested and approved in accordance with CSIS Procedures: Human Source

7. PAYMENTS

8. REMUNERATION

CSIS PROCEDURE: HUMAN SOURCE MANAGEMENT

Secret

Governing Policy: Human Sources	
Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version No: 1	**French Version**
Replaces: OPS-701-1, OPS-702, and OPS-702-1	

1. INTRODUCTION

1.1 This procedure outlines the requirements related to the activation, inactivation, of a human source (HS) operation.

2. ACTIVATION

Access

2.1 At the request of a Region, in accordance with CSIS Procedures: Source Evaluation will open an HS file,

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. INACTIVATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

HS identities will either be protected in perpetuity or, with the consent of the HS, their identities will be made accessible when their inactive files are transferred to Library and Archives Canada after a 125-year retention period.

4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

6.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting Requirements

HS operational activities which could impact the security of Service operations or discredit the

Service or Government of Canada (GC),

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE: HUMAN SOURCE SPECIAL CONSIDERATIONS

Secret

	Governing Policy: Human Sources	
	Effective Date: 2017-10-10	**Approved by:** DDO
	Policy Centre: HSOS	**File No:**
	Version No: 1	**French Version**
	Replaces: OPS-703, OPS-703-1 and OPS-703, Appendix 1	

1. INTRODUCTION

1.1 This procedure outlines the considerations, decision-making process and requirements related to all aspects of a relationship with human sources (HS) who are subject to special considerations.

1.2 Special considerations must be undertaken in relation to:

Canadian Fundamental Institutions (CFI), including post-secondary establishment;

1.2.1 Members of a political CFI include Canadian federal government employees,

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. CANADIAN FUNDAMENTAL INSTITUTIONS

4.1 Prior to a recruitment attempt of an individual who:

the employee must assess whether or not the individual's involvement as an HS could impact, or appear to impact, the integral role and functions of the CFI.

4.2 All employees must seek to ensure that HS operations do not hinder or appear to hinder the function of a CFI.

Assessment

4.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Approval Authorities

4.4

4.5

4.6 When a recruitment or HS activity may impact or appear to impact the integral role or function of a CFI, the Director General (DG), Human Sources and Operations Security (HSOS) is the approval authority provided there is no adverse impact

Compensation

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting

5. HUMAN SOURCES IN GOVERNMENT

5.1 Although HS in government are considered political CFIs, and therefore subject to the requirements identified in Section 4, additional considerations apply when recruiting or directing an HS in the Canadian federal government.

5.2 HS in government will be encouraged to respect their employer's policies and procedures governing conduct.

Consultation Requirements

5.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Consultation Requirements

5.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Waiving Consultation

5.5 When there is a need to waive the requirement for consultation with the responsible government department/agency Ministerial consultation is required.

Waiver of Consultation - Approving Authority

5.6 The Minister approves a request to waive the requirement to consult with the Deputy Head of the responsible government department/agency for HS in government

5.7

Compensation

5.8

5.9 The DG HSOS approves the provision of compensation to an HS in the Canadian federal government

5.10

5.11

6. GOVERNMENT

6.1 The DG HSOS is the approval authority for any attempt to recruit an individual

7.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE: HUMAN SOURCE SPECIAL CONSIDERATIONS

Approvals

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE: HUMAN SOURCE

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Secret

	Governing Policy: Human Sources	
	Effective Date: 2017-10-10	**Approved by:** DDO
	Policy Centre: HSOS	**File No:**
	Version No: 1	**French Version**
	Replaces: OPS-705, OPS-705-1, OPS-706 and OPS-706-1	

1. INTRODUCTION

1.1 This procedure outlines requirements relating to the human source (HS).

2. HUMAN SOURCE

Human Source

2.1

2.2

Human Source

2.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE: HUMAN SOURCE

Human Source

2.4

2.5

2.6

Human Source

2.7

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3. HUMAN SOURCE

Source-

3.1

3.2

the HS file in accordance with CSIS Procedures: Human Source Management.

3.3

3.4

3.5

Reporting Requirements

3.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. HUMAN SOURCE

Considerations

4.1

4.2

4.3

4.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Types of Assistance

4.5 The types of assistance that can be provided to an HS include, but are not limited to:

Process

4.6

4.7

4.8

4.9

4.10

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.11

4.12

Human Source – Approvals

4.13

4.14

4.15

Human Source – Approvals

4.16

4.17

5. COMPENSATION

Human Source

5.1

5.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Human Source

5.3

5.4

6. NOTIFICATION

Ministerial Assistance

6.1 the Director may seek Ministerial consideration.

Director's Annual Report to the Minister

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE: HUMAN SOURCE

Governing Policy: Human Sources	
Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version: 1	French Version
Replaces: OPS 701, OPS 702, OPS-702-1, OPS-702-7	

1. INTRODUCTION

1.1 This procedure outlines the requirements related to the of a human source (HS) and the determination and reporting history.

1.2

1.3 Employees must be familiar with the requirements identified in CSIS Procedure: Special Considerations.

2.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE: HUMAN SOURCE

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. REPORTING HISTORY

5.1 Operational reports containing information attributed to an HS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.2

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting History

5.3

5.4

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5.5

5.6

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Reporting History

5.7

5.8 When a HS's reporting history
will ensure that the HS reflect the new
in accordance with the CSIS Procedure: Human Source

Reporting History

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS POLICY: HUMAN SOURCES

SECRET

Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version No: 1	**French Version**
Replaces: OPS-701, OPS-702, OPS-703, OPS-704, OPS-705, OPS-706 and OPS-707	

1. INTRODUCTION

1.1 This policy establishes the principles and requirements governing the Service's conduct of human source (HS) operations, including relationships with active and inactive HSs.

1.2 This policy applies to employees involved in HS operations, HSs under evaluation,

1.3 This policy and related procedures should be read in conjunction with the CSIS Policy Framework, CSIS Policy: Conduct of Operations, CSIS Policy: and CSIS Policy: Expenditure Management and associate procedures, as well as the

2. RESPONSIBILITIES

Human Sources and Operations Security

2.1 Human Sources and Operations Security (HSOS) Branch is the Policy Centre for all matters related to an HS, operational security and HSOS provides advice and operational assistance, direction, and develops best practices and Service-wide standards. The Director General HSOS will provide direction as it relates to HS Policy, as required.

2.2 HSOS is responsible for operational security CSIS policies and procedures in line with the *Canadian Security Intelligence Service (CSIS) Act*, Ministerial Direction and Service Directives.

2.3

2.4

Regions

2.5 Regions are responsible for the recruitment, assessment and management of HS operations Service-wide standards, and best practices

3103(93/01)

2.6

National Headquarters Branches

2.7 National Headquarters (NHQ) Branches are responsible for providing direction related to HS operations and assess of the HS operations

3. HUMAN SOURCE PROGRAM

3.1 The Government of Canada (GC) and Canadian public expect a high level of professionalism by CSIS, which must fulfil its mandate in accordance with the *CSIS Act* and with due regard to Canadian law, including the *Canadian Charter of Rights and Freedoms.*

3.2 The cooperation of an HS is integral to the Service's ability to investigate, analyze and advise on threats to the security of Canada.

3.3 The conduct of HS operations is fundamental to achieving the Service's mandate and essential to its ability to protect Canada's national security interests and the safety of Canadians.

3.4 HS operations will be reasonable and necessary in support of the Service's duties and functions, and conducted in a manner that promotes Officer and HS safety and security,

3.5 HS files are to be centrally managed in order to protect their personal safety and the security of the Service's operations.

3.6 The Service will ensure HSs are managed fairly and ethically. The conduct of HS operations will adhere to an case management approach, which is best-practices oriented.

3.7

3.8

3.9

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Protection of Human Sources

3.10 HS will be conducted in such a manner as to ensure the protection of the HS and employees, as well as the overall security of operations and information.

3.11 an HS is conducted and authorized in accordance with CSIS Procedure:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

4. SPECIAL CONSIDERATIONS

4.1 The recruitment of certain HSs Some HS operations will be subject to special considerations and may require higher levels of approval authority.

4.2

Canadian Fundamental Institutions. For additional information, refer to CSIS Procedure: Special Considerations.

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

5. DEVELOPMENT, RECRUITMENT AND REVIEW

5.1

For additional information, refer to CSIS Procedure: Human Source

5.2

For additional information, refer to CSIS Procedure:

5.3 Prior to a Source
Evaluation will be initiated to of the HS operation,
evaluate the HS, and establish an HS

For additional information, refer to CSIS Procedure: Source Evaluation

5.4

For additional information, refer to CSIS Procedure:

5.5

For additional information, refer to CSIS Procedure: Human Source Management.

6. CONDUCT OF HUMAN SOURCE OPERATIONS

6.1 HSs and employees are expected to conduct themselves in a manner that supports the duties and function of the Service, while ensuing their activities do not discredit the Service or the GC or that does not have impact

6.2 must be reported in accordance with CSIS Procedure:

6.3 If an HS is in conduct
may discredit CSIS or the GC
impact of the activities
For additional information, refer to CSIS Procedure: Conduct of Human Source Operations.

3103(93/01)

6.4

For additional information, refer to CSIS Procedure: Conduct of Human Source Operations.

Provision of Assistance

6.5 An HS may provide assistance in relation to:

a)

b) the collection of information on a general investigative authority;

c)

d) authorized s.12.1 threat reduction measures;

e)

f) the provision of assistance to Canada's federal, provincial or territorial governments;

g)

h) support or other assistance to a Service operation;

i)

j) activities approved in accordance with HS procedures.

6.6

6.7

6.8

6.9

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

6.10

Reporting

6.11

For additional information, refer to CSIS Procedure:

6.12 Intelligence is to be reported independently in s.12 operational holdings and retained in accordance with the DDO Directive: Long term Data Retention.

7. IDENTITY PROTECTION

7.1

7.2 The Service seeks to protect the identity, or any information from which the identity may be inferred, of any individual who cooperates with the Service

7.3

7.4

7.5 the Service will ensure the HS's identity is protected in accordance with the CSIS Procedure: Human Source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Disclosure

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

8. MANAGEMENT

8.1 The Service may, at any time, seek to in relation to HS conduct and reliability. For additional information, refer to CSIS Procedure: Human Source Management.

Human Source File Management

8.2

8.3 Individual HS files are opened in order to protect an HS's identity For additional information, refer to CSIS Appendix 1: File Categories.

8.4

8.5 HS identities will either be protected in perpetuity or, with the consent of the HS, their identities will be made accessible when their inactive files are transferred to Library and Archives Canada after a 125-year retention period.

9. COMPENSATION AND REMUNERATION

9.1 In exchange for providing operational assistance to the Service, the HS receive compensation

9.2

9.3 All compensation provided to an HS must be managed with integrity, transparency and accountability in accordance with established processes and controls. For additional information, refer to CSIS Procedure: Human Source Compensation.

10.

11.

12. NOTIFICATION REQUIREMENTS

12.1 In the planning and conduct of operational activity, the Service's consultation, notification and approval requirements must be routinely considered.

12.2 The Service will notify the Minister of Public Safety where an HS in activity that may:

have adverse effect

discredit the Service or the GC.

12.3

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Director's Annual Report

12.4 The Service will provide the following information in the Director's Annual Report to the Minister:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

3103(93/01)

CSIS PROCEDURE: HUMAN SOURCE

	Governing Policy: Human Sources	
	Effective Date: 2017-10-10	**Approved by:** DDO
	Policy Centre: HSOS	**File No:**
	Version No: 1	**French Version**
	Replaces: OPS-702, OPS-702-8	

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

1. INTRODUCTION

1.1 This procedure provides direction on drafting and seeking approval of human source (HS)

2. PROCESS

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE: HUMAN SOURCE

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Governing Policy: Human Sources	
Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version No: 1	**French Version**
Replaces: OPS-702, OPS-702-1, and OPS-702-5	

1. INTRODUCTION

1.1 This procedure outlines the requirements for reporting developments related to human source (HS) operations and HS management

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

2. REPORTING

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

if applicable

in operational activity,

special considerations, or

or HS conduct).

CSIS PROCEDURE:

Information

corroboration:

Operational Security:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

HS File Management:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

CSIS PROCEDURE: SOURCE EVALUATION

Secret

Governing Policy: Human Sources	
Effective Date: 2017-10-10	**Approved by:** DDO
Policy Centre: HSOS	**File No:**
Version No: 1	**French Version**
Replaces: OPS-702, OPS-702-1 and OPS-702-3	

1. INTRODUCTION

1.1 This procedure outlines the requirements for initiating the recruitment of a human source (HS) by requesting a Source Evaluation

1.2 The objective of the is to conduct and to evaluate the potential of an HS.

in accordance with CSIS Procedure: Human Source

1.3 The employee must the information provided by the HS prior to, the recruitment.

1.4 Prior to requesting a employees must be familiar with the requirements identified in, and be in accordance with, CSIS Procedure: Special Considerations.

2. REQUEST FOR APPROVAL

2.1

2.2 The employee must include the following information in the

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

information:

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

(refer to CSIS Procedure: Human Source

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

Special Considerations, as appropriate, including relevant assessment,

Regional HS Development

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION

HS File Management:

Assessment

2.3

Approvals

2.4

2.5 may approve a including payment authority, for a where the individual is subject to special considerations. These approvals will be in accordance with CSIS Procedure: Special Considerations.

2.6

2.7

The Director will notify the Minister, as applicable. The approval of the payment authority remains with the

2.8

The Director will advise the Minister.

3. SOURCE EVALUATION

PROCESSED BY CSIS UNDER THE PROVISIONS OF THE PRIVACY ACT AND/OR ACCESS TO INFORMATION ACT.
RÉVISÉ PAR LE SCRS EN VERTU DE LA LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS ET/OU DE LA LOI SUR L'ACCÈS À L'INFORMATION